



## WORK DESCRIPTION

<b>Position Number</b> Various	<b>Position Title</b> International Liaison Officer
<b>Position Classification</b> FB-06	<b>National Occupation Code</b> 4168
<b>Department/Agency</b> Canada Border Services Agency (CBSA)	<b>Effective Date</b> April 1, 2016
<b>Organizational Component</b> International Region Directorate	
<b>Geographic Location</b> Abroad - TBD	<b>Job/Collective Number</b>
<b>Supervisor's Position Number</b> Various	<b>Supervisor's Position Title</b> International Network Manager
<b>Supervisor Position Classification</b> FB-08	
<b>Language Requirements</b>	<b>Linguistic Profile</b> Various
<b>Communication Requirements</b>	
<b>Office Code</b>	<b>Security Requirements</b> Various

## Client Service Results

Reporting to the International Network Manager (INM), the International Liaison Officer (ILO) represents the Canada Border Services Agency (CBSA) at a Canadian mission abroad, and has the mandate to protect the integrity and security of the Border through a range of liaison, intelligence-gathering, investigative, and interdiction activities. The ILO supports and contributes to the following CBSA Programs:

- Risk Assessment Program;
- Secure and Trusted Partnerships Program;
- Admissibility Determination Program;
- Criminal Investigations Program;
- Immigration Enforcement Program;
- Revenue and Trade Management Program.

## Key Activities

*As the official CBSA senior representative abroad, the International Liaison Officer:*

- Develops and maintains effective strategic and operational relationships with foreign border management, customs and immigration and law enforcement partners to protect Agency interests and advance our priorities in multilateral and bilateral fora, while working collaboratively with Canadian representatives abroad. This activity can also be extended to support management and head of mission as required.
- Gathers usable information to assist with interceptions and the development of risk indicators and targets; prepares trend reports on irregular migration, illicit trade<sup>[1]</sup> and national security and emerging issues; reports on border developments and best practices by authorities and partners in the area of responsibility.
- Assists with the coordination of removal operations, the exchange of information flows and supports investigations in accordance with protocols/arrangements/agreements with partners and privacy legislation. Assists Hearings Officers.
- Works collaboratively with the Border Operations Center (BOC), National Targeting Center (NTC) and International Operations Division to support the interdiction of border related threats bound to Canada, and facilitates movements when required.
- Provides training and advice to international partners such as airline staff, foreign officials, Canadian staff at mission as well as local immigration, customs and police concerning document fraud and irregular migration, people and goods.
- Supports and oversees CBSA programs and educates stakeholders about CBSA international programs such as Trusted Traveller, Trusted Trader, Capacity Building, Postal Modernization and Air Cargo Security.
- Works with OGDs and international partners during emergency crises such as natural disasters and civil unrests, within the context of the CBSA Mandate.

### Employee's Statement

I have been given the opportunity to read and comment on the content of this work description.

Name of Employee

Signature

Date

### Supervisor's Statement

This work description accurately describes the work assigned to this position.

Name of Supervisor

Signature

MAR 27 2018

Date

### Authorization

<sup>[1]</sup> Elements of the WCO's illicit trade definition include: a) trade in illegal drugs, b) smuggling and counterfeiting of excisable goods, such as tobacco and alcohol as well as illicit financial flows, c) illegal trade in dangerous and prohibited goods, d) intellectual property infringement and trade in substances that pose a threat to public health and safety, and e) environmental crime and illegal trade in natural resources.

## Key Activities

*As the official CBSA senior representative abroad, the International Liaison Officer:*

- Develops and maintains effective strategic and operational relationships with foreign border management, customs and immigration and law enforcement partners to protect Agency interests and advance our priorities in multilateral and bilateral fora, while working collaboratively with Canadian representatives abroad. This activity can also be extended to support management and head of mission as required.
- Gathers usable information to assist with interceptions and the development of risk indicators and targets; prepares trend reports on irregular migration, illicit trade<sup>[1]</sup> and national security and emerging issues; reports on border developments and best practices by authorities and partners in the area of responsibility.
- Assists with the coordination of removal operations, the exchange of information flows and supports investigations in accordance with protocols/arrangements/agreements with partners and privacy legislation. Assists Hearings Officers.
- Works collaboratively with the Border Operations Center (BOC), National Targeting Center (NTC) and International Operations Division to support the interdiction of border related threats bound to Canada, and facilitates movements when required.
- Provides training and advice to international partners such as airline staff, foreign officials, Canadian staff at mission as well as local immigration, customs and police concerning document fraud and irregular migration, people and goods.
- Supports and oversees CBSA programs and educates stakeholders about CBSA international programs such as Trusted Traveller, Trusted Trader, Capacity Building, Postal Modernization and Air Cargo Security.
- Works with OGDs and international partners during emergency crises such as natural disasters and civil unrests, within the context of the CBSA Mandate.

### Employee's Statement

I have been given the opportunity to read and comment on the content of this work description.

Name of Employee	Signature	Date
------------------	-----------	------

### Supervisor's Statement

This work description accurately describes the work assigned to this position.

Name of Supervisor	Signature	Date
--------------------	-----------	------

### Authorization

<sup>[1]</sup> Elements of the WCO's illicit trade definition include: a) trade in illegal drugs, b) smuggling and counterfeiting of excisable goods, such as tobacco and alcohol as well as illicit financial flows, c) illegal trade in dangerous and prohibited goods, d) intellectual property infringement and trade in substances that pose a threat to public health and safety, and e) environmental crime and illegal trade in natural resources.

Name of Director General  
Jacques Cloutier

  
Signature

JAN 11 2016  
Date

## **Work Characteristics**

### **Skill**

#### **Intellectual Skill**

The work requires advanced knowledge of:

- CBSA organizational awareness domestically and internationally (International Strategic Framework (ISF), Regional Engagement Frameworks and Cooperation Plans; GoC, foreign policy, trade and development priorities relative to the International LO's area of responsibility and it relates to the CBSA's mandate and priorities; awareness of GoC partner and portfolio organizations (CIC, Global Affairs Canada, RCMP, CSIS) including their international mandates and priorities; organizational awareness of the international border management authorities including their mandate, priorities and key interlocutors, in the area of responsibility; the LO's area of responsibility including political, economic, geographic and socio-cultural conditions that have an impact on the delivery of CBSA programs; *Values and Ethics Code for the Public Sector, Canada's Conduct Abroad Code, CBSA's Code of Conduct* and the IATA code of conduct for immigration liaison officers; International Border Management Environment; and diplomatic and business etiquette in order to develop and maintain effective strategic and operational relationships with foreign border management, customs and immigration and law enforcement partners to protect Agency interests and advance our priorities in multilateral and bilateral fora, while working collaboratively with Canadian representatives abroad.
- CBSA's mandate, structure, organization, international programs and engagement strategies as well as Canada's role in international security and the Government of Canada's priorities in trade and development.
- Performance planning; budget management; CBSA priorities; and mission procedures in order to manage human, financial, and physical resources at the mission and report directly to the RM on these managerial activities. This includes managing the performance of Locally Engaged Staff (LES) under their supervision and managing mission activities as a member of subsidiary committees.
- CBSA Intelligence Cycle; Risk Assessment and Targeting Technique; organizational awareness (mandate and structure of the CBSA's National Targeting Centre and Border Operations Centre, and the Agency's border modernization agenda); and intelligence collecting, reporting and dissemination conventions in order to gather usable information to assist with interceptions, the development of risk indicators and targets; prepare trend reports on irregular migration, illicit trade<sup>1</sup> and national security and emerging issues; report on border developments and best practices by authorities and partners in the area of responsibility.

<sup>1</sup> Elements of the WCO's illicit trade definition include: a) trade in illegal drugs, b) smuggling and counterfeiting of excisable goods, such as tobacco and alcohol as well as illicit financial flows, c) illegal trade in dangerous and prohibited goods, d) intellectual property infringement and trade in substances that pose a threat to public health and safety, and e) environmental crime and illegal trade in natural resources.



- CBSA legislation (Customs Act, IRPA, FPA, legislation); CBSA's arrangements with foreign partners (MOUs, working agreements, Customs Mutual Assistance Agreements); other's acts/legislation enforced by CBSA; understanding of the CBSA removal program and the process; local conditions and procedures; and removal arrangements with foreign partners in order to assist with the coordination of removal operations, the exchange of information flows and supports investigations in accordance with protocols/arrangements/agreements with partners and privacy legislation.
- Field Operations and Intelligence Systems (GCMS, IMS, ICES and SSI); inadmissibility categories; illicit trade including food, plant and animals; transporter obligations; and advance passenger and commercial information programs in order to work collaboratively with the Border Operations Center (BOC), National Targeting Center (NTC) and International Operations Division to support the interdiction of border related threats bound to Canada, and facilitates movements when required.
- Adult learning principles and classroom management techniques as well as fraudulent document detection techniques; passenger assessment techniques; and trends in irregular migration in the area of responsibility in order to provide training and advice to international partners such as airline staff, foreign officials, Canadian staff at mission as well as local immigration and customs authorities, and local police concerning document fraud and irregular migration, people and goods.
- CBSA international programs, projects, and Mutual Recognition Agreements (MRA) namely NEXUS and Partners in Protection (PIP); WCO SAFE Framework of Standards; and capacity building principles in order to supports and oversee CBSA programs and operations and educate stakeholders about CBSA international programs such as Trusted Traveller, Trusted Trader, Capacity Building, Postal Modernization and Air Cargo Security.
- CBSA and Global Affairs Canada Emergency Preparedness protocols in order to work with OGDs and international partners during emergency crises such as natural disasters and civil unrest.

The work requires the following skills and abilities:

- Advanced relationship and network building; professionalism and reliability; collaboration and teamwork; adaptability and cross-cultural sensitivity; advanced ability to work effectively in a foreign environment within a variety of situations and with various individuals or groups with diverse backgrounds and experiences.
- Advanced ability to understand and analyze international events and border management trends in a larger domestic and international context, including implications for the CBSA, Government of Canada and like-minded international partners and the ability to engage in strategic dialogue with CBSA senior officials at HQ regarding findings.
- Analytical skills and strategic thinking and the expert ability to collect, assess, and analyze information from different sources to assist with interceptions, prepare trend reports on irregular migration, illicit trade, national security and emerging issues.
- Effective interactive communications skills (meeting facilitation and participation, negotiations, interviewing, training delivery, etc.); expert communication skills, both cross-culturally and with a wide range of people and organizations, including an ability to make presentations and deliver training and negotiations competently and confidently.

- Strategic thinking and an advanced ability to collect, assess, and analyze information from different sources; to identify key issues trends, challenges and opportunities; to present reports supported with relevant and reliable analysis.
- Advanced judgment and decision making – When making decisions is able to critically consider available evidence, weighing information based on relevancy and accurately identifying the consequences or actions against the desired outcome while considering the facts, constraints and opportunities. Extensive thought and analysis is required as the LO will need to gather information from different sources and many actions (alternatives) to choose from and this will need to be performed in little time. The International LO needs to justify which action or decision is the best one for the Agency. Complexity is added in cases where the status of a host country quickly changes and judgment is required to mobilize resources quickly to support mission-wide operations and/or emergency activities resulting from security threats, natural disasters or civil unrest.
- Written communication skills; advanced ability to produce clear, concise, logical, grammatically correct and relevant written material in the form of reports, briefing papers, correspondence or other documents, while respecting intelligence collecting, reporting and information dissemination conventions.
- Professional knowledge and skills that demonstrate working knowledge and a solid capacity to understand and interpret/apply legislation and regulations, policies, procedures and protocols. This requires continual study of current and evolving legislation, regulations, agreements, trends and developments.
- The ability to cope with difficult situations and environments, depending on post location that may be far different than those in Canada with respect to criminality, availability of clean air and water, regular source of fresh fruits and vegetables, access to health care and civil unrest.

## **Effort**

### **Intellectual Effort**

Intellectual effort is required to:

- Display a strong awareness of the different roles at CBSA HQ and at Post (Mission colleagues, local bilateral and international partners) despite geographical separation;
- Share all relevant and useful information and intelligence; keeps other team members informed and up-to-date; help others with their work when appropriate.
- Understand and analyze international events and border management trends in a larger domestic and international context, including their implications for the CBSA, the GoC and their like-minded international partners all while engaging in strategic dialogue with CBSA senior officials.
- Consistently achieve service standards by meeting established performance objectives, expected work quality and client satisfaction.
- Make timely, well-informed and effective decisions in the face of vague, ambitious or conflicting situations, while considering any associated risks.
- Understand and interpret/apply legislation and regulations, policies, procedures and protocols related to information sharing.

- Critically consider available evidence, weigh information based on relevancy, and accurately identify the consequences of decisions or actions against the desired outcome while considering facts, constraints and opportunities.
- Understand CBSA and other key organizations, their structures, responsibilities, authorities, priorities, policies and protocols as well as the impact and implications of the Liaison Officer's activities and decisions.

## **Physical Effort**

- The International LO is required to travel extensively to areas of accreditation to meet with local authorities, participate in high level meetings, conferences.
- Need to work long and unusual working hours to meet with airlines staff at airport.
- Strong, intense focus and attention to detail is required.

## **Responsibility**

### **Human Resources**

Manages the performance of LES under their supervision at the mission and reports directly to the INM on these activities.

### **Financial Resources**

Reports monthly to INM on financial activities, plans and forecast budget activities

### **Technical Resources**

Responsible for managing a CBSA laptop, as well as a Global Affairs Canada desktop, a DSA token, a Mission blackberry or cell phone in addition to maintaining systems access for Global Case Management System (GCMS), Integrated Customs Enforcement System (ICES), Support System for Intelligence (SSI), Incident Management System (IMS), Signet, and a Public Key Infrastructure (PKI) for Global Affairs Canada and CBSA.

## **Working Conditions**

### **Physical**

- The CBSA International Liaison Officer (ILO) is posted in various locations around the world and works in a foreign environment where cultural, socio-economic, political, and linguistics differences exist.
- ILOs may work in dangerous or hostile conditions in the host country, where risks cannot be entirely managed, and there is exposure to various disagreeable conditions, such as terrorist acts, communicable diseases, hazardous driving conditions, unsanitary conditions, air and noise pollution, and sometimes unsafe working environment.

- The ILO's personal security will be an issue in countries with difficult living conditions and unstable security situations. The ILO and any accompanying family members may be threatened.
- The ILO may face difficult health conditions and which may have long term adverse health effects depending on the location.
- The ILO is required to work non-standard working hours, such as late nights and overtime, as well as extensive travel to many countries within the area of responsibility. Some of these countries will also have difficult living conditions.
- The ILO's work will take place partly in an office environment and at other times in locations away from the mission. The work off-site will often result in exposure to non-secure facilities and health issues. The ILO is provided with a mission blackberry and a CBSA laptop to accommodate communication and be able to work off-site.
- The ILO may be required to wear a ceremonial uniform at mission for special events such as Prime Minister or Governor General of Canada visits, commemorative events, and as outlined in the *CBSA Uniform Policy and Standards of Appearance, section 9.1 Policy Requirements for International Region Employees Travelling Internationally and/or On International Assignments*.

## **Psychological**

- Works in an environment which may be politically unstable, and complicated by differences in the objectives or attitudes of the host government, including those related to human rights.
- The ILO is required to rapidly adapt to these conditions and attitudes and effectively interact with local authorities and foreign officials.
- The ILO may be under constant stress facing important deadlines, mission's high level priorities, emergency situations and/or international crises.
- Furthermore, although the ILO is a fully integrated member of the Mission and relies on the support of CBSA Headquarters, the LO will be working alone and isolated for a significant number of time during the posting.
- The ILO must have the capacity for productive, self-directed work in the absence of the supervisory and management framework typically found in a CBSA workplace.
- Some postings are considered hardship posts due to the physical environment, local living conditions, personal security, political instability and violence. Living conditions at these posts may include abnormal geographical limitations, power interruptions, pollution, absence of quality food and/or clean drinking water, lack of public transportation and reliable chauffeurs, laundry facilities as well as language and cultural differences. In addition, the location may have a considerable lack of community services, such as libraries, satisfactory medical services, and recreational facilities – making living conditions more difficult especially if the ILO is to be accompanied by family.

## **Additional Information**



## HR ACTION REQUEST FORM

For additional information please refer to <https://cbsawikiasfc/>

Date Completed

Date Received in HR

### 1. Position Information

Branch / Region

Operations

Directorate / Division

International Region / Int'l Operations Division

Work Location

Paris, France

Organizational Unit

10028401

Cost Center

331010010

Existing Position No. (if applicable)

Classified

Group

FB

Sub-Group

Level

6

Job Number

Job Title

Supervisor Position Number

Current Language Requirement

☐

Bilingual

Reading

☐

Writing

☐

Oral

☐☐

English Essential

☐

French Essential

☐

English or French

Communication Requirements

Service to the Public

Personal Services

Central Services

Supervisory Function

Grievance Process

Current Security Requirement

Current Tenure of Position

Current Arming Designation as identified in CAS (if applicable)

### 2. Classification Action (Complete if requesting a classification action)

Required Documentation

Current Organizational Chart

Current Work Description

Nature of Request (check appropriate box)

☐

Organizational Design

☐

Classification Review

☐

Work Description (job)

☒

Position Create a new position

Effective date of change / new position

2018-04-01

New Organizational Unit

10028401

New Cost Center

331010010

Position Number of New Supervisor

30152817

Proposed New Security Requirement

Top Secret

Proposed New Arming Designation (if applicable)

Unarmed (no Duty Firearm or Use of Force)

Proposed New Language Requirements

(only if changing linguistic profile or if creating a new position)

☒

Bilingual

Reading

Writing

Oral

☐

English Essential

☐

French Essential

☐

English or French

Communication Requirements

Service to the Public

Personal Services

Central Services

Supervisory Function

Grievance Process

Geographic Location (city and province)

Paris, France

Additional Information

Please create a new FB-06 position (International Liaison Officer) for the International Network that will be reporting to 30152817 in CC 331010010 in Paris, France.

### Authorization for Classification Action

Talal Dakalbab, Director General

Signature of Manager requesting classification action  
(must have minimum ML4 Financial Authority)

Signature of Classification Advisor

MAR 22 2018

Date

Date

### 3. Staffing Request

Prior to initiating this staffing action, you must confirm with the appropriate delegated authority that funds will be available for this staffing action.

Nature of Request (*check appropriate box*)

- ☐ Launching an advertised process. Check all that apply.  
 (if selected, skip to section entitled "Authorization for Staffing Action")
- ☐ Deployment ☐ Acting ☐ Assignment ☐ Secondment ☐ Indeterminate ☐ Term
- ☐ Staffing through a non-advertised process according to the non-advertised policy on the HR wiki page
- ☐ Staffing from an existing process
- Staffing selection process number (N/A if student bridging)
- ☐ Extension (Specify Staffing Process Number)

### 4. Employment Information

Type of Staffing Action (select applicable action(s))

- ☐ Temporary
- ☐ Permanent
- ☐ Other

Effective-Date of Employment	End-Date of Employment	If an extension, specify original effective-date
------------------------------	------------------------	--

Union Representation	Relocation
----------------------	------------

In an acting appointment, if an exemption applies to meeting the language profile of a position, specify the type of acting and please attach form BSF713.

- ☐ Acting appointment < 4 months to an encumbered bilingual position
- ☐ Acting appointment < 4 months to a vacant bilingual position when the position cannot be filled by an appointment of a person who meets the language profile
- ☐ Acting appointment ≥ 4 months ≤ 12 months to an encumbered bilingual position which cannot be filled by an appointment of a person who meets the language profile
- ☐ Acting appointment ≥ 4 months ≤ 18 months to an encumbered bilingual position where the substantive holder is on language training and when the position cannot be filled by an appointment of a person who meets the language profile

If you are using a non-imperative appointment or a non-imperative deployment, have you consulted with the Corporate Official Languages Program?

If you are using a non-imperative appointment, please attach form BSF710.

Conditions of Employment

Does the candidate meet all the conditions of employment?

Describe how this staffing action is linked to your HR Plan and Strategy.

If membership in an Employment Equity (EE) group(s) formed part of the decision to hire the person, identify the applicable EE group(s)

- ☐ Visible Minority ☐ Aboriginal Person ☐ Person with a Disability ☐ Woman

Type of Schedule		
Days of Work		
Hours of Work (select appropriate option) <input type="checkbox"/> Shift Work <input type="checkbox"/> Number of hours per week: _____		
If seasonal, indicate the annual start-date and end-date or indicate the length of the season <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>_____ Start-Date (mm/dd)</span> <span>_____ End-Date (mm/dd)</span> <span>_____ Length of the Season (e.g. 3 months)</span> </div>		
If this is an Assignment, a Secondment or through Interchange Canada, indicate contact information of the sub-delegated manager in the candidate's HOME organization in order to accelerate the process.		
Name		Phone Number
E-mail Address		
Mailing Address		
<b>5. Candidate Information</b>		
Name		Phone Number
Language of Correspondance		
What is the candidate's current status with the federal government? (Select all that apply)		
<input type="checkbox"/> CBSA employee <input type="checkbox"/> Other Government Department, specify _____ <input type="checkbox"/> Indeterminate <input type="checkbox"/> Term <input type="checkbox"/> Part-Time Worker <input type="checkbox"/> Casual <input type="checkbox"/> Student <input type="checkbox"/> N/A (from the Private Sector)		
E-mail Address		
Mailing Address		Phone Number (primary)
		Phone Number (secondary)
If an existing Public Servant, complete the following		
PRI	Current Home Department	Current Position Number if a CBSA employee
		Current Substantive Group      Sub-Group      Level
Name and contact information of Compensation Advisor at HOME Department/Agency		
<b>Authorization for Staffing Action</b>		
Name of Hiring Manager		Date
Title of Hiring Manager		Date
Name of Manager with Sub-Delegated Staffing Authority		Date
Title of Manager with Sub-Delegated Staffing Authority		Date
<input type="checkbox"/> I confirm that this staffing action, in combination with all other staffing actions currently in process, and current staffing levels, is within the salary budget and FTE cap under my authority.		
<b>6. Comments</b>		



REF #: 2018-1080

## POSITION EVALUATION RECORD

<b>Job Title:</b> FB-06 International Liaison Officer			<b>Job No.:</b> FB06H01																																							
<input type="checkbox"/> Existing <input checked="" type="checkbox"/> New	<input checked="" type="checkbox"/> Vacant <input type="checkbox"/> Encumbered	<input checked="" type="checkbox"/> Indeterminate <input type="checkbox"/> Term	<input checked="" type="checkbox"/> Classification authority (P930)																																							
<b>Region:</b> HQ		<b>Branch:</b> SPB, International Region	<b>Unit / Division / District / Directorate :</b> Various																																							
<b>Supervisor's Job Title:</b> International Network Manager			<b>Supervisor's Job:</b> FB08H01																																							
<b>Position Background and Analysis Summary:</b> The International Region requires additional FB-06 International Liaison Officers in their Network.  In light of Functionalization, I checked with EX Classification to ensure there were no issues in creating new positions in this section. They confirmed that this was not one of the units they had concerns with and to proceed with reviewing the request as usual.																																										
<input checked="" type="checkbox"/> R2 <input type="checkbox"/> R3 <input type="checkbox"/> R4		<b>Risk analysis:</b> The work being done fits within the FB group allocation, and matches the duties described in the work description.																																								
<b>Summary:</b>																																										
<table border="1"><thead><tr><th>FACTOR</th><th>DEGREE</th><th>POINTS</th></tr></thead><tbody><tr><td>Knowledge</td><td>5</td><td>135</td></tr><tr><td>Analytical Skills</td><td>4</td><td>80</td></tr><tr><td>Communication Skills</td><td>4</td><td>70</td></tr><tr><td>Interaction</td><td>4</td><td>110</td></tr><tr><td>People &amp; Operational Management</td><td>3</td><td>80</td></tr><tr><td>Decision Making</td><td>5</td><td>140</td></tr><tr><td>Physical Effort</td><td>A2</td><td>2</td></tr><tr><td>Sensory Effort</td><td>2</td><td>4</td></tr><tr><td>Risk to Health</td><td>3</td><td>20</td></tr><tr><td>Work Environment (Psychological)</td><td>3</td><td>10</td></tr><tr><td>Work Environment (Physical)</td><td>2</td><td>10</td></tr><tr><td>Group and Level</td><td>FB-06</td><td>661</td></tr></tbody></table>				FACTOR	DEGREE	POINTS	Knowledge	5	135	Analytical Skills	4	80	Communication Skills	4	70	Interaction	4	110	People & Operational Management	3	80	Decision Making	5	140	Physical Effort	A2	2	Sensory Effort	2	4	Risk to Health	3	20	Work Environment (Psychological)	3	10	Work Environment (Physical)	2	10	Group and Level	FB-06	661
FACTOR	DEGREE	POINTS																																								
Knowledge	5	135																																								
Analytical Skills	4	80																																								
Communication Skills	4	70																																								
Interaction	4	110																																								
People & Operational Management	3	80																																								
Decision Making	5	140																																								
Physical Effort	A2	2																																								
Sensory Effort	2	4																																								
Risk to Health	3	20																																								
Work Environment (Psychological)	3	10																																								
Work Environment (Physical)	2	10																																								
Group and Level	FB-06	661																																								
<b>Classification Authorization:</b> <i>Prepared &amp; Approved by:</i> Amanda Paradis																																										



**Watson, Greg**

---

**From:** Joy, Paula  
**Sent:** September-23-19 11:44 AM  
**To:** Joy, Paula  
**Subject:** FW: Formulaire EXT145 pour approbation / EXT145 form for approval  
**Attachments:** LES-06 job description PARIS.pdf; Paris - EXT\_145\_July 3.pdf; image2018-07-05-151924.pdf

**From:** MaryTeresa.Glynn@international.gc.ca <MaryTeresa.Glynn@international.gc.ca>  
**Sent:** July 6, 2018 5:11 AM  
**To:** Cormier, Natacha <Natacha.Cormier@cbsa-asfc.gc.ca>; Joy, Paula <Paula.Joy@cbsa-asfc.gc.ca>  
**Cc:** Brin, Jean-Guy [DFAIT] <jean-guy.brin@international.gc.ca>; Bissett, Jim <Jim.Bissett@cbsa-asfc.gc.ca>  
**Subject:** FW: Formulaire EXT145 pour approbation / EXT145 form for approval

Good morning,

For reference.

Best  
MT

---

**From:** Glynn, Mary Teresa -LDN -BF  
**Sent:** July-06-18 10:10 AM  
**To:** Hudon, Isabelle -PARIS -HOM/CDM; Clark, Graeme -PARIS -DHOM/CDMA; Lacroix, Marie-José -PARIS -AG  
**Cc:** Brin, Jean-Guy -BREU -BF; Sangalli, Sebastian -PARIS -BF  
**Subject:** Formulaire EXT145 pour approbation / EXT145 form for approval

Ambassadeur,

Je suis heureux de vous aviser que l'ASFC a soumis une demande formelle au Comité sur la représentation à l'étranger (CORA) pour les postes supplémentaires à PARIS :

- FB-06 Paris (Agent de Liaison)
- LES-06 Paris (Agent de Liaison Adjoint)

Le processus CORA exige que le formulaire EXT145 (en pièce jointe) soit soumis avec la signature du Chef de Mission. À l'appui de ce formulaire, j'ai également mis en pièce jointe la description de tâches ainsi qu'un organigramme de la mission.

La justification pour cette soumission est évidente. La zone de responsabilité de PARIS-ASFC est l'une des plus occupées dans notre réseau international, et ce avec qu'un seul agent de liaison. Cela a été exacerbé par les mouvements migratoires en Europe des deux dernières années. En doublant nos effectifs à Paris, et ce du côté programme ainsi qu'administratif, nous pourrions offrir une contribution souhaitée à notre équipe. Nous souhaitons doter les postes dans les mois à venir.

Je vous prie de m'excuser pour les courts échéanciers, mais CORA exige la signature du formulaire EXT145 avant la rencontre du 12 juillet 2018.

Si vous avez des questions ou avez besoin de plus amples renseignements, n'hésitez pas à communiquer avec moi, ou avec Mary Teresa Glynn, Gestionnaire du Réseau International, en copie sur ce message.

Meilleures salutations,

Mary Teresa Glynn  
for

**Jean-Guy Brin**

Regional Director, Europe, Africa and Middle East  
Counsellor (Border Services), Mission of Canada to the European Union  
Canada Border Services Agency / Government of Canada  
[jean-guy.brin@international.gc.ca](mailto:jean-guy.brin@international.gc.ca) /

Directeur régional, Europe, Afrique et Moyen-Orient  
Conseiller (Services frontaliers), Mission du Canada auprès de l'Union européenne  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[jean-guy.brin@international.gc.ca](mailto:jean-guy.brin@international.gc.ca) /

**DEPARTMENT:** Canada Border Services Agency

**MISSION:** Paris

**POSITION TITLE:** CBSA Liaison Officer Assistant – Operational Advisor

**CLASSIFICATION LEVEL:** LE-06

**POSITION NUMBER:** TBD

**INCUMBENT'S NAME:** TBD

**EFFECTIVE DATE:** October 1, 2018

**SUPERVISOR'S TITLE:** CBSA Liaison Officer and/or International Network Manager

**SUPERVISOR'S POSITION:**

**CLASSIFICATION LEVEL:** Enhanced Reliability

---

An operational advisor helps improve operational delivery by supporting the strengthening of leadership, management capability, structure and systems through efficient and effective business practices

**SUMMARY:**

Under the direct supervision and guidance of the Canada Border Services Agency (CBSA) Liaison Officer (LO), and/or the International Network Manager (INM), the Operational Liaison Officer Assistant (LOA) will perform a wide range of, administrative, clerical and strategic activities to assist the CBSA LO program. The LOA will support CBSA efforts to support Canada's national security and public safety priorities and facilitate the free flow of persons and goods within or linked to the LO's area of responsibility (AOR); participate in reporting on cross-border criminal activities and trends involving people and goods; liaise with local partners, immigration and customs contacts on a wide range of CBSA mandate issues; assist the LO, in expanding border management cooperation with officials in countries in the AOR; professionally represent the LO, and as required, the INM and Regional Director (RD), and CBSA in communication and networking with representatives of host countries and other organizations including translation; and, occasionally or during LO absences, perform some basic activities normally carried out by the LO while exercising initiative and discretion.

**DUTIES & RESPONSIBILITIES:**

**Assistance in an Administrative and Clerical Capacity**

1) Receive and respond to telephone calls, email and other inquiries on routine matters and refer non-routine matters to the LO, as well as prepare correspondence, spreadsheets, presentations and other material for the LO, and as required, for the INM and RD.

2) Collect and/or verify information for a range of subjects, files, and cases by contacting local authorities, the Royal Canadian Mounted Police (RCMP) Liaison Officers, Public Safety officials, Immigration, Refugees and Citizenship Canada's (IRCC) Passport Program officials, other Canadian government departments and agencies, other foreign missions and other officials in Canadian missions. Comment: LOAs may not have the security clearance for some of this i.e. RCMP and public safety information is often classified as Secret and LOAs are only classified to Enhanced Reliability.

3) Prepares administrative and progress reports or periodic statistical reports for the CBSA, including monthly operational reports, quarterly performance reports and other various requests from corporate, program and operational stakeholders.

4) Coordinate or assist in the coordination of travel, accommodation, meetings and schedule planning for the LO, and as required, for the INM and RD, as well as assists with pre-visit arrangements, and hospitality events, including preparation of the venue, catering, guest lists, prepares budget allocation requests, invitations, and overseeing the execution and management of the event. Assist in the facilitation and processing at the local airport for Canadian VIP's / high-level visitors.

5) Prepare draft budget submissions and monitor budget expenditures; prepare and process travel claims and other financial processes in the appropriate financial management system at mission; liaise with the financial section of the mission and CBSA International Region for the monitoring of the budget and other financial processes; and maintain access to mission financial management tools.

6) Maintain an inventory of equipment and training materials, requesting replenishment of hand-outs (batteries, UV lights, retro-reflective viewers, loupes, etc.) when required, and notifying the LO when upgrades to equipment is needed.

7) Maintain working files on specific case issues, alerts, outgoing reports, incoming intelligence reports and other communications in electronic or paper form as appropriate. Update files, review electronic files and local drives and purge out-dated material on a regular basis in accordance with agency and Government of Canada (GOC) retention policies.

8) On an ad hoc basis, and possibly on short notice, be available to work overtime.

9) Maintain a sound knowledge of the various sections within the Mission as well as their responsibilities and represent the CBSA when liaising with other sections.

#### **Assistance in an Operational Capacity**

1) In order to fully assist the LO, establish and maintain diverse contacts within the LO's AOR that represents the full CBSA mission and mandate. These include contacts within immigration/customs administrations, transport and airline companies, foreign police, border management or regulatory bodies, foreign consular officials, officials of foreign social services, non-governmental organizations, private security companies and others as required.

2) As required, participate in meetings with various border management partners and prepare agendas, participant lists, invitations for representatives and record meeting minutes.

3) Accompany the LO, or on an as needed basis, the INM and RD, on visits within the AOR, assisting where necessary, and provide immediate translation which includes extracting and translating vital information from foreign documents, correspondence, and reports to support LO operations as well as preparing non-official translation, oral and/or written, of documents when required. This can involve translating for senior CBSA officials for high level meetings.

4) Monitor and report on local customs, immigration and food, plant and animal developments. Report on changes to local legislation that could impact CBSA's mandate. Monitor and report on the local operational outlook of commercial transporters including new routes and carriers.

5) Prepare, update and maintain LO training materials on customs and immigration matters, such as; illegal migration, document fraud, passenger assessment, detection of impostors or non bona-fide travelers and contraband smuggling.

6) As required by the LO, particularly where language is a barrier, assist with the delivery of training on security features in Canadian identity and travel documents, fraudulent document detection, and passenger screening techniques to assist in the detection of impostors or improperly documented travelers. Comment: LOAs are not trained in delivery techniques and should not be delivering this training on their own.

7) In consultation with the LO, provide general advice, information and liaison on technical matters to airline staff, airport security, and immigration officials, in person, by telephone, or in writing, concerning Canadian and other identity and travel documents and current travel and immigration requirements for Canada-bound travellers.

8) On an as needed basis, assist with interviews of individuals attempting to board flights to Canada at airports within the AOR of the LO to ensure correct documentation and the purpose of travel is bona-fide. Comment: LOAs can assist with interviews and provide guidance to airlines on technical requirements only. Information concerning bona fides should be provided to the LO who then makes a recommendation to the carrier to board or not board. The LOA is not qualified or trained to make this assessment.

9) Conduct research on border management specific topics, collect and analyze information and prepare a variety of operational reports, alerts, interceptions and trends analysis. This may include but not limited to supply chain security, contraband smuggling, improperly documented passengers, illegal migration and environmental factors affecting the CBSA in the LO's AOR. Products are to be approved by the LO and/or INM as per mission protocols and clearly indicate a nexus to Canada. Research should involve (but not limited to) the scanning of open source information from media reports, news articles, government publications, immigration/customs records, and other public and private sources.

10) Assist the LO and/or the INM as necessary in the liaison with local officials, stakeholders and administrations concerning the implementation and delivery of capacity building activities.

11) Maintain and update CBSA databases and systems concerning incidences of fraud detection, and interception of people and goods.

12) In consultation with the LO, perform record checks from CBSA databases (GCMS and ICES via INS or the BOC) to respond to requests for assistance from partners in accordance with systems access, Agency and GOC information sharing policies, agreements and privacy protection protocols.

#### **SPECIFIC KNOWLEDGE**

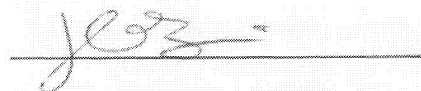
The CBSA LOA must possess a sound knowledge and awareness of the CBSA and its mandate, the International Region's Liaison Officer Network program, and of law enforcement, border management organizations in the AOR of the LO and the operational functioning of the Mission.

In some cases, the LOA must be skilled at translation services.

The CBSA LOA is required to be familiar with the legislation administered and enforced by the LO.

The CBSA LOA is required to acquire and apply knowledge of passports, visas and travel documents, import and export regulations within the AOR of the LO. This includes knowledge of other countries and trends regarding illegal migration, local supply chain security frameworks and concerns, contraband smuggling, food, plant and animal regulations and other CBSA mandate responsibilities.

\_\_\_\_\_  
Signature of Liaison Officer Assistant



Signature of CBSA Supervisor

\_\_\_\_\_  
Date



\_\_\_\_\_  
Date

# ORGANIGRAMMES/ORG CHARTS

PARIS

AMBASSADE DU CANADA  
130 rue du Faubourg Saint-Honoré  
75008 PARIS

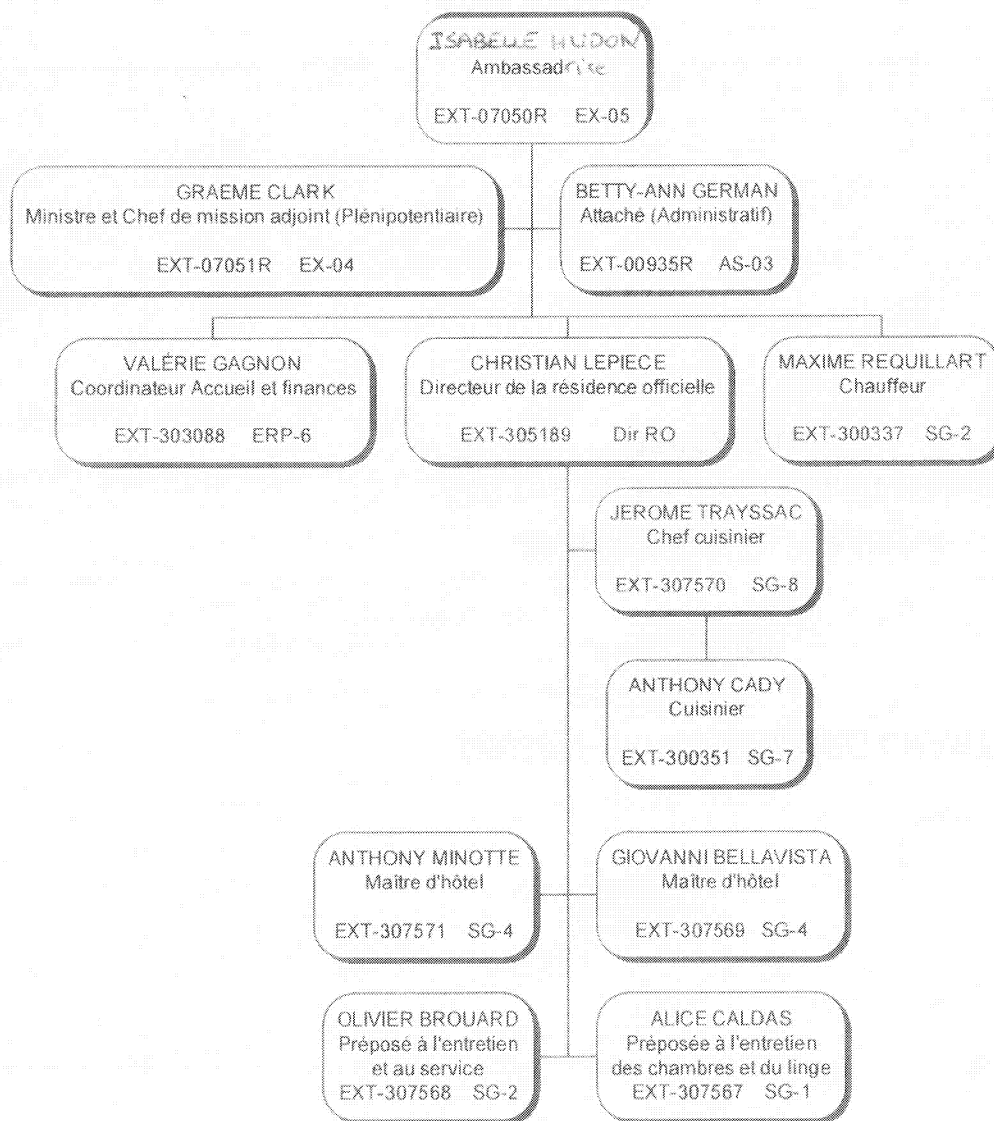
réviser mandats - Nom et no. du poste  
 ISABELLE HUDON  
 I-7050R  
 BASSADRI CE

MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

ORGANIGRAMME  
 SEPTEMBRE 2017

PARIS  
 GESTION DES PROGRAMMES  
 ET RÉSIDENCE OFFICIELLE

Approuvé par  
 Graeme CLARK





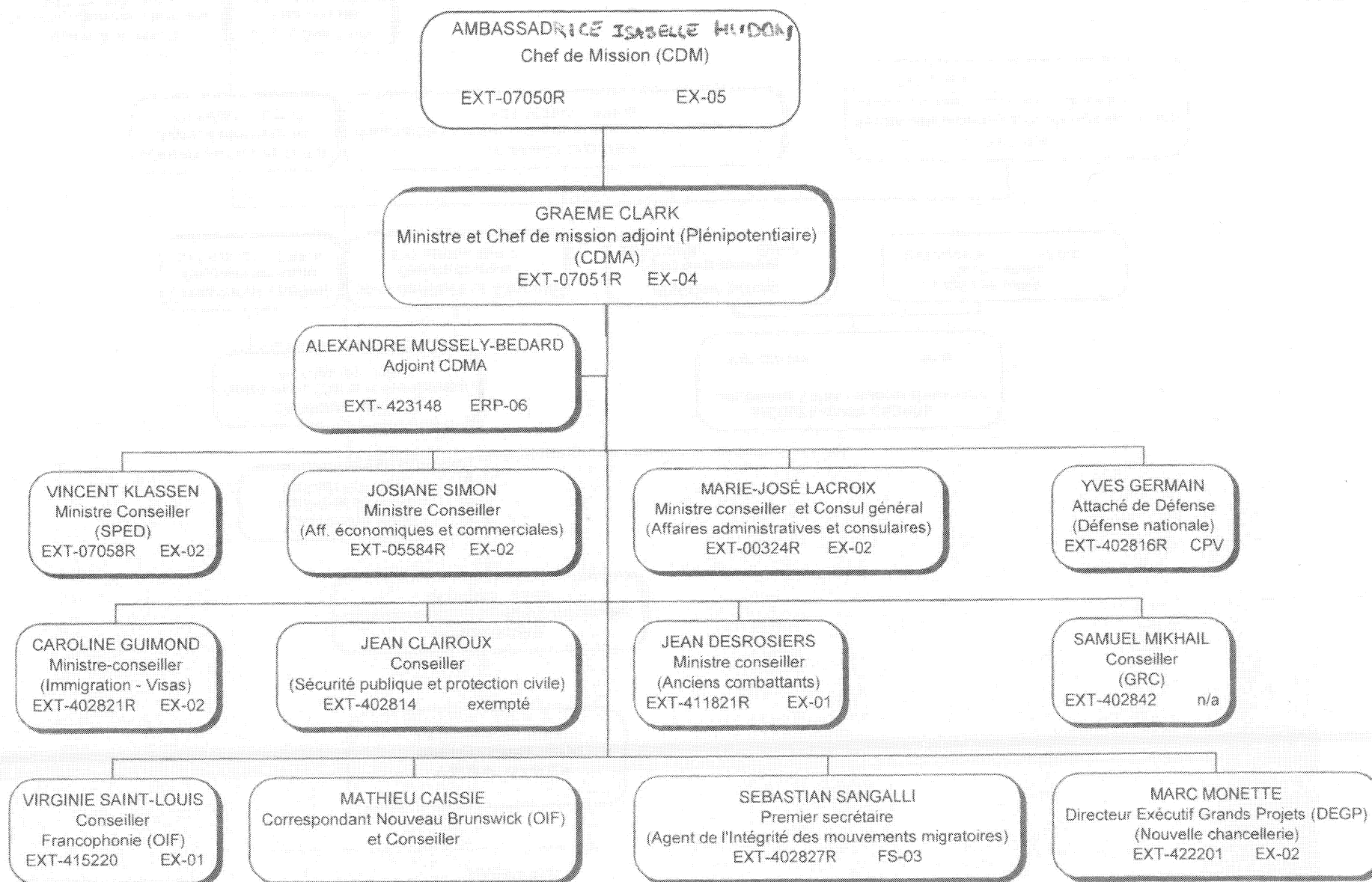
Superviseur immédiat - Nom et no. du poste  
**ISABELLE HUDON**  
EXT-7050R  
Titre  
AMBASSADRICE

MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

ORGANIGRAMME  
SEPTEMBRE 2017

PARIS  
GESTION DES PROGRAMMES  
ET RÉSIDENCE DU MI

Approuvé par  
GRAEME CLARK



er immédiat - Nom et no. du poste  
 VT KLASSEN  
 058

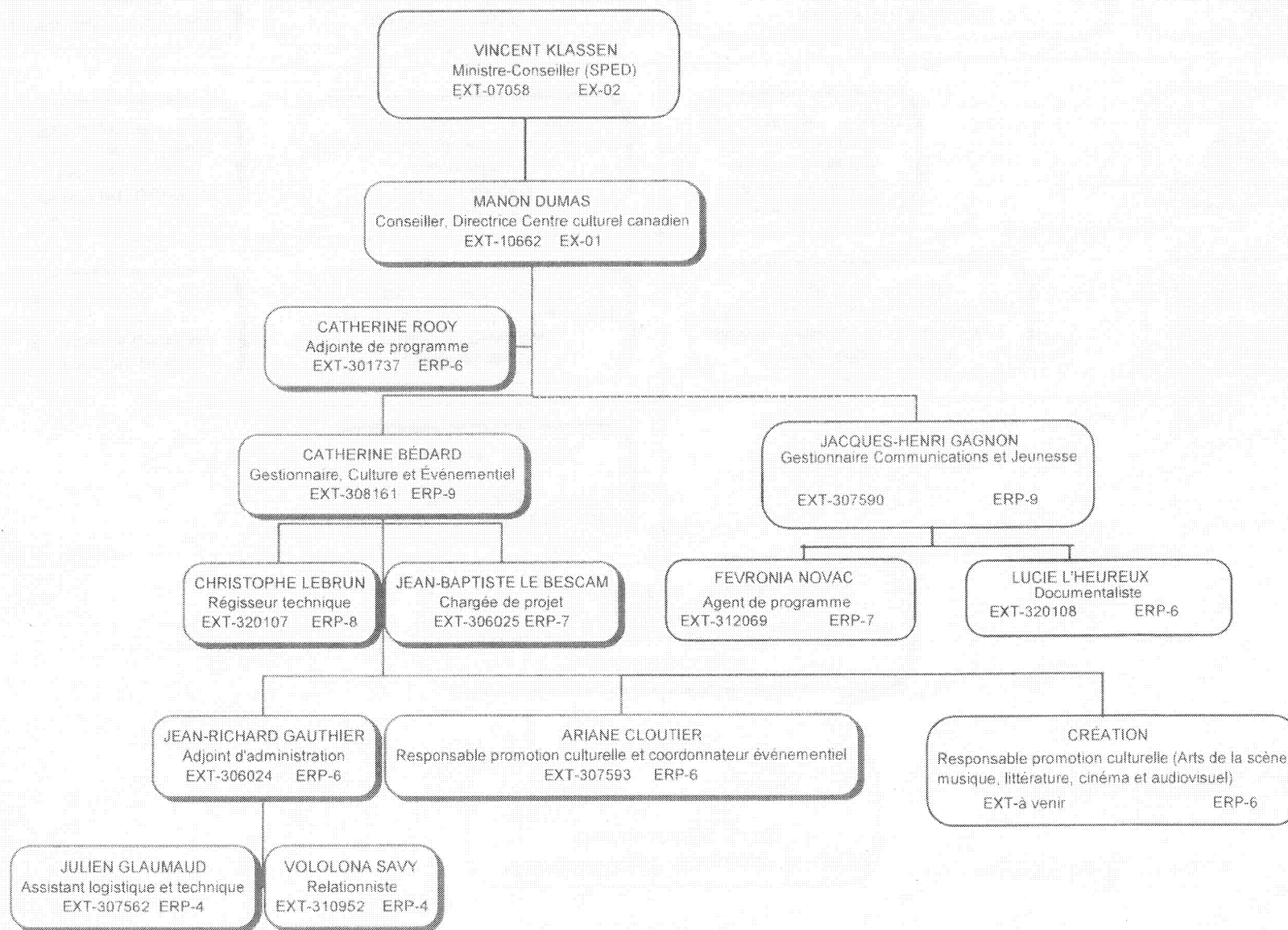
# MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

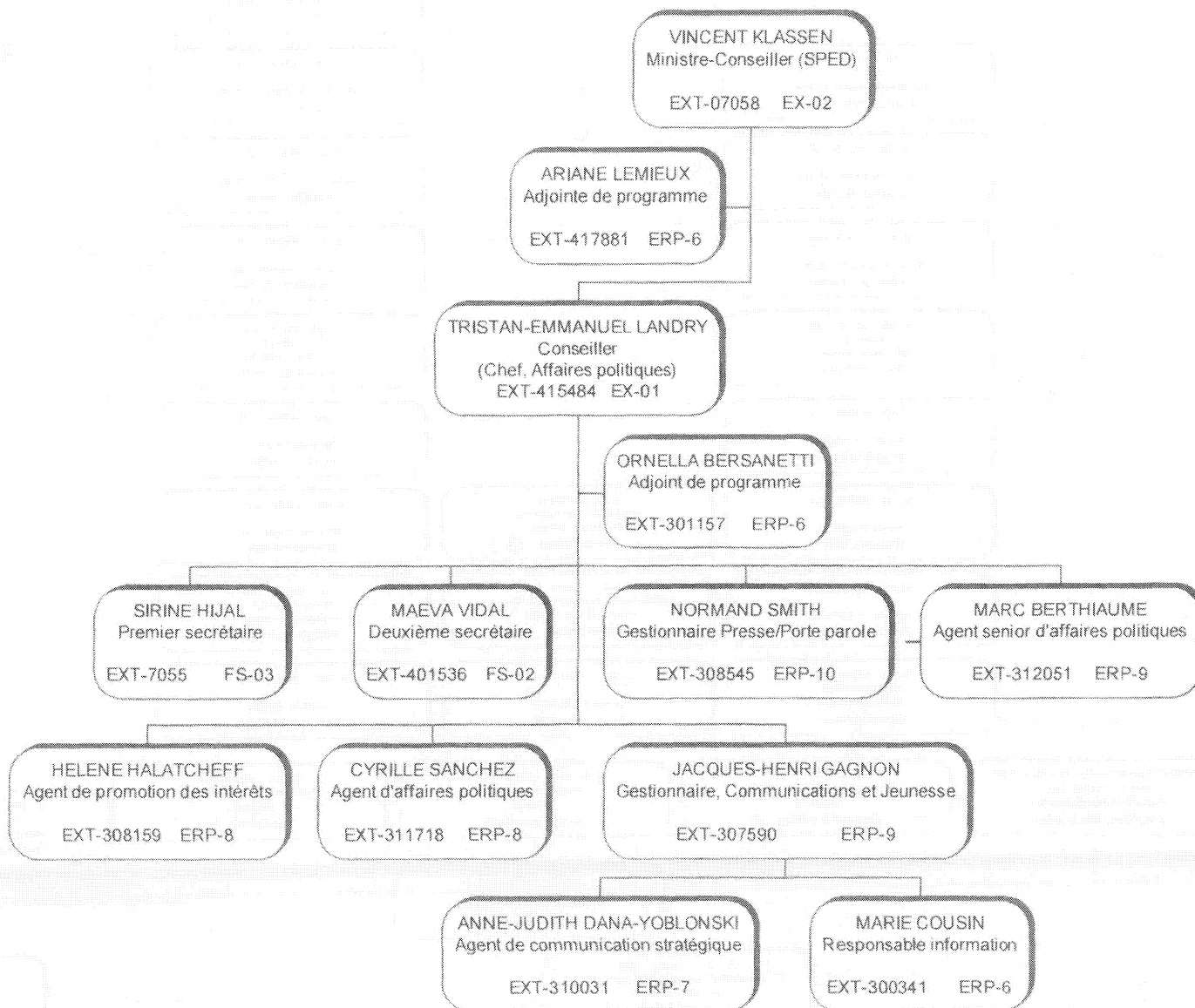
PARIS  
 SPED Jeunesse, Culture et Communication

## ORGANIGRAMME

Approuvé par:  
 GRAEME CLARK

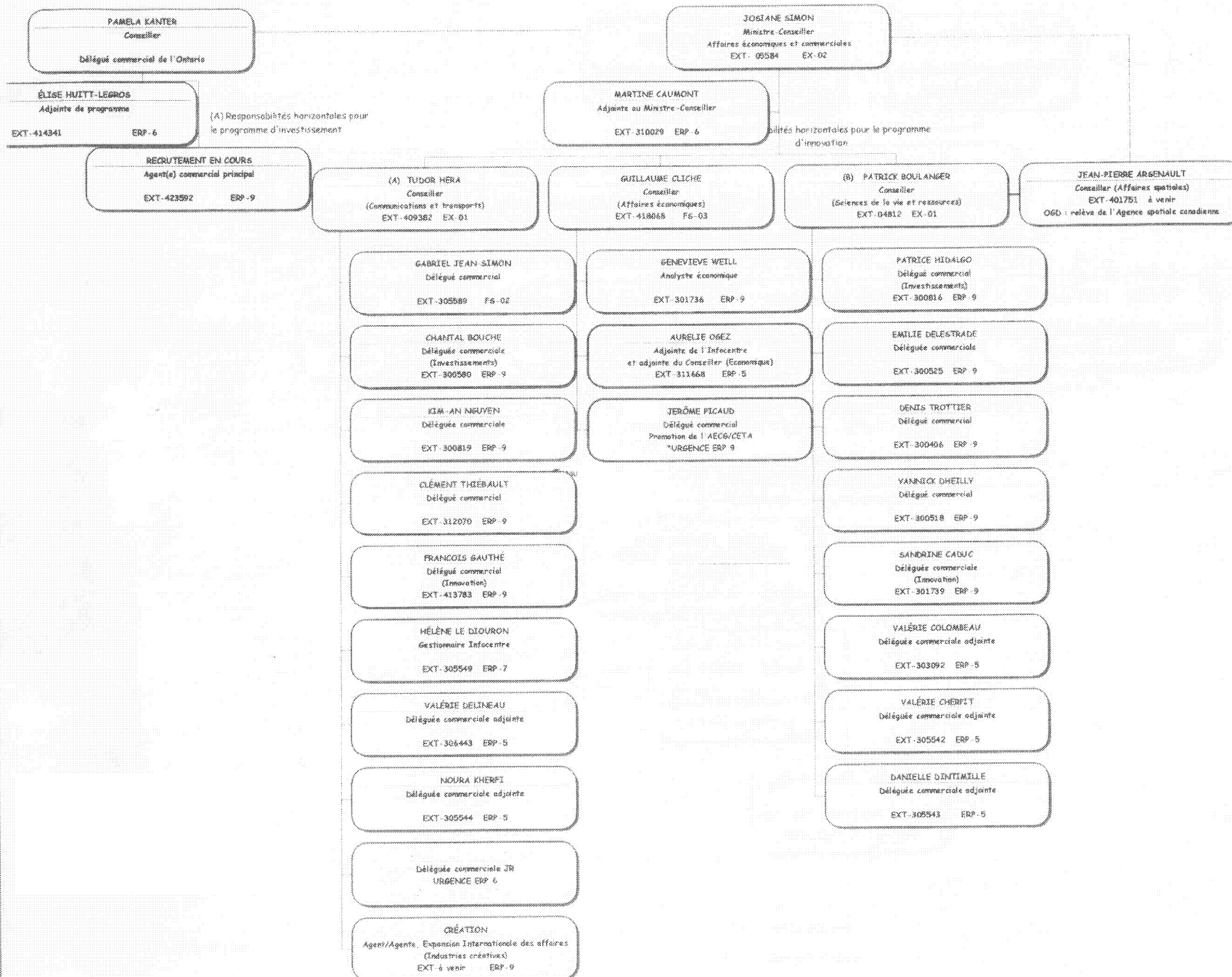
FÉVRIER 2018





MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

ORGANIGRAMME SECTION ÉCONOMIQUE ET COMMERCIALE  
MARS 2018



Superviseur immédiat - Nom et no. du poste

MARIE-JOSÉ LACROIX  
EXT-00324R

Titre

MINISTRE -CONSEILLER ET  
CONSUL GÉNÉRAL

MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

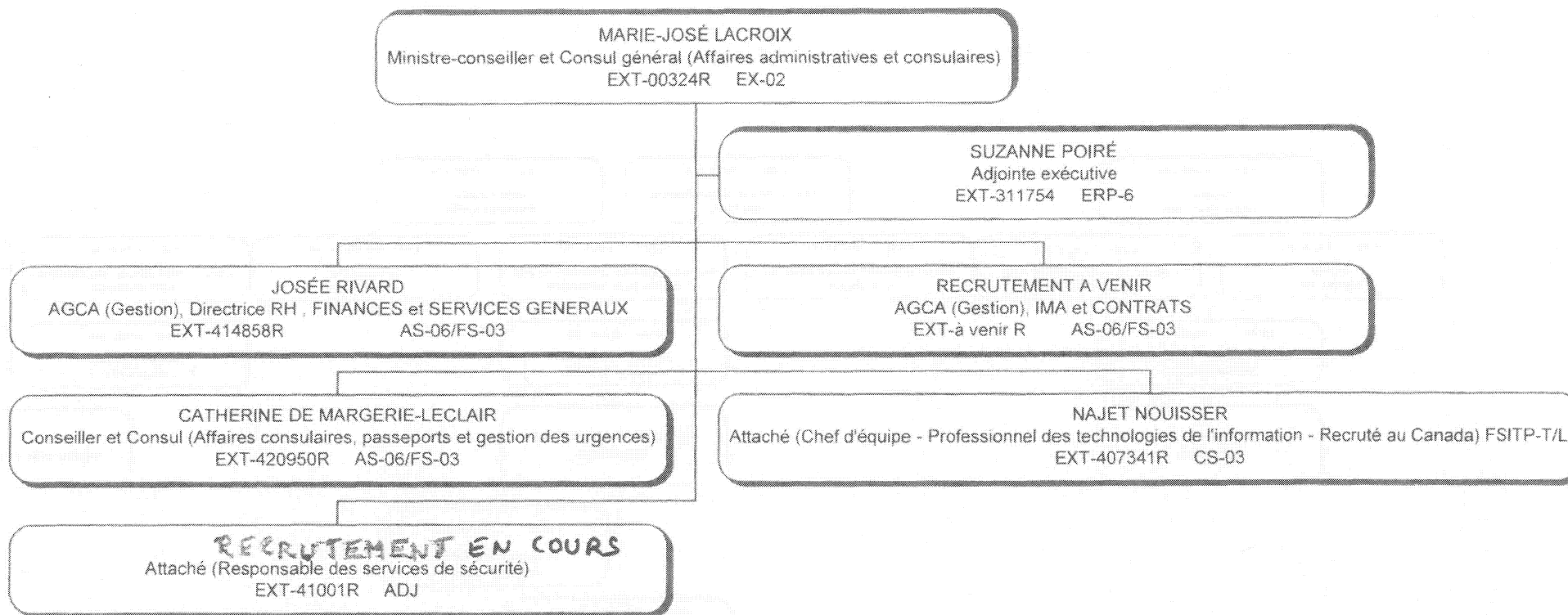
ORGANIGRAMME

NOVEMBRE 2017

PARI  
AFFAIRES ADMINISTRATIVES

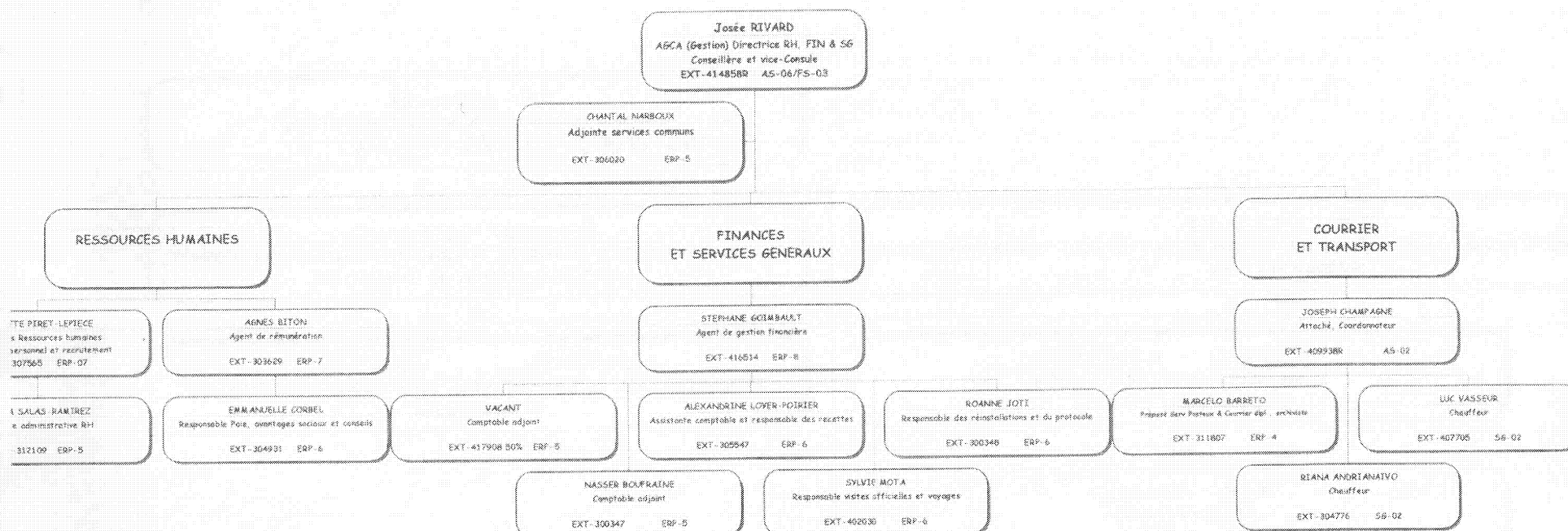
Approuvé par

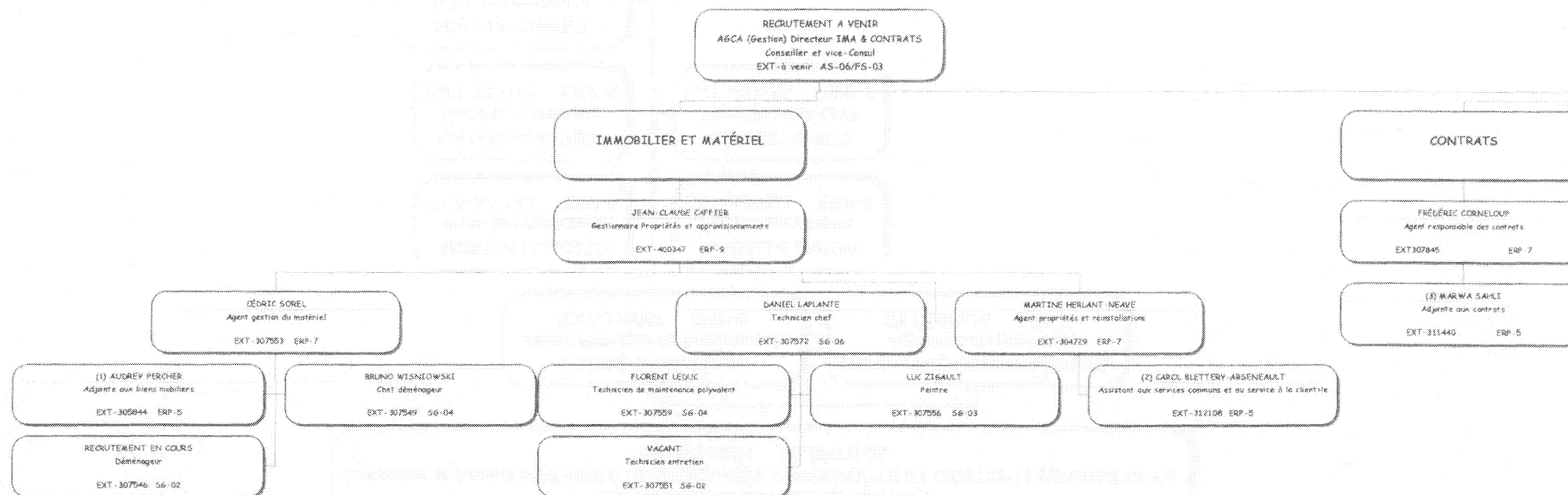
GRAEME CLARKE



MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL  
 ORGANIGRAMME  
 NOVEMBRE 2017

et 2016





eur immédiat - Nom et no. du poste  
E-JOSÉ LACROIX  
324R

TRE - CONSEILLER ET  
UL GÉNÉRAL

MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

ORGANIGRAMME

NOVEMBRE 2017

PARIS  
AFFAIRES ADMINISTRATIVES  
SERVICES CONSULAIRES

Approuvé par:  
Graeme Clark

CATHERINE DE MARGERIE-LECLAIR  
Conseiller et Consul (AFFAIRES CONSULAIRES, PASSEPORTS ET GESTION DES URGENCES  
EXT420950R AS-06/FS-03

LOUISE CHALIFOUR  
Agent Principal de programme  
EXT-310057 ERP-9

GENEVIEVE KIDD-BOUCHARD  
Agent de programme  
EXT-300339 ERP-7

MONICA UJIMOTO  
Adjointe consulaire  
EXT-305185 ERP-5

ISABELLE LAFON  
Adjoint consulaire  
EXT-306021 ERP-5

NATACHA ATTIEH  
Adjointe consulaire  
EXT-303010 ERP-5

ESTHER WHITE  
Adjointe consulaire  
EXT-403255 ERP-5

ADELIN MEYER  
Adjointe consulaire  
Ext- 305546 ERP-5



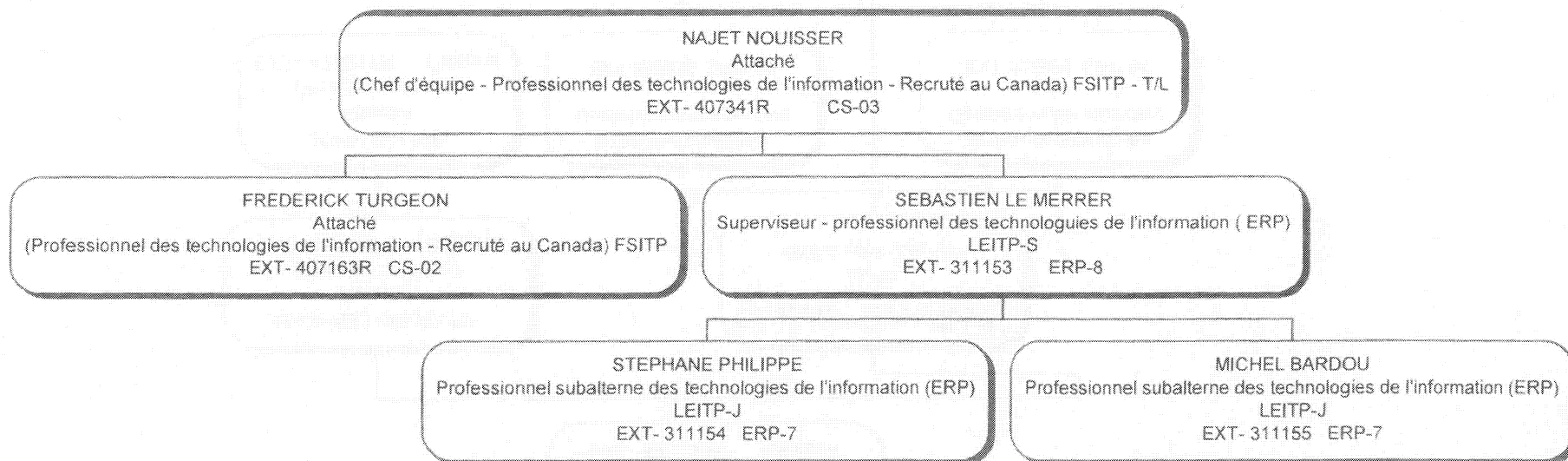
Superviseur immédiat - Nom et no. du poste  
 MARIE-JOSÉ LACROIX  
 EXT-00324R  
 Titre  
 MINISTRE-CONSEILLER ET  
 CONSUL GÉNÉRAL

# MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

ORGANIGRAMME  
 SEPTEMBRE 2017

PARIS  
 AFFAIRES ADMINISTRATIVES  
 (TÉLÉCOM/TECHNIQUE)

Approuvé par:  
 GRAEME CLARK



ur immédiat - Nom et no. du poste  
 -JOSÉ LACROIX  
 124R

RE-CONSEILLER ET  
 IL GÉNÉRAL

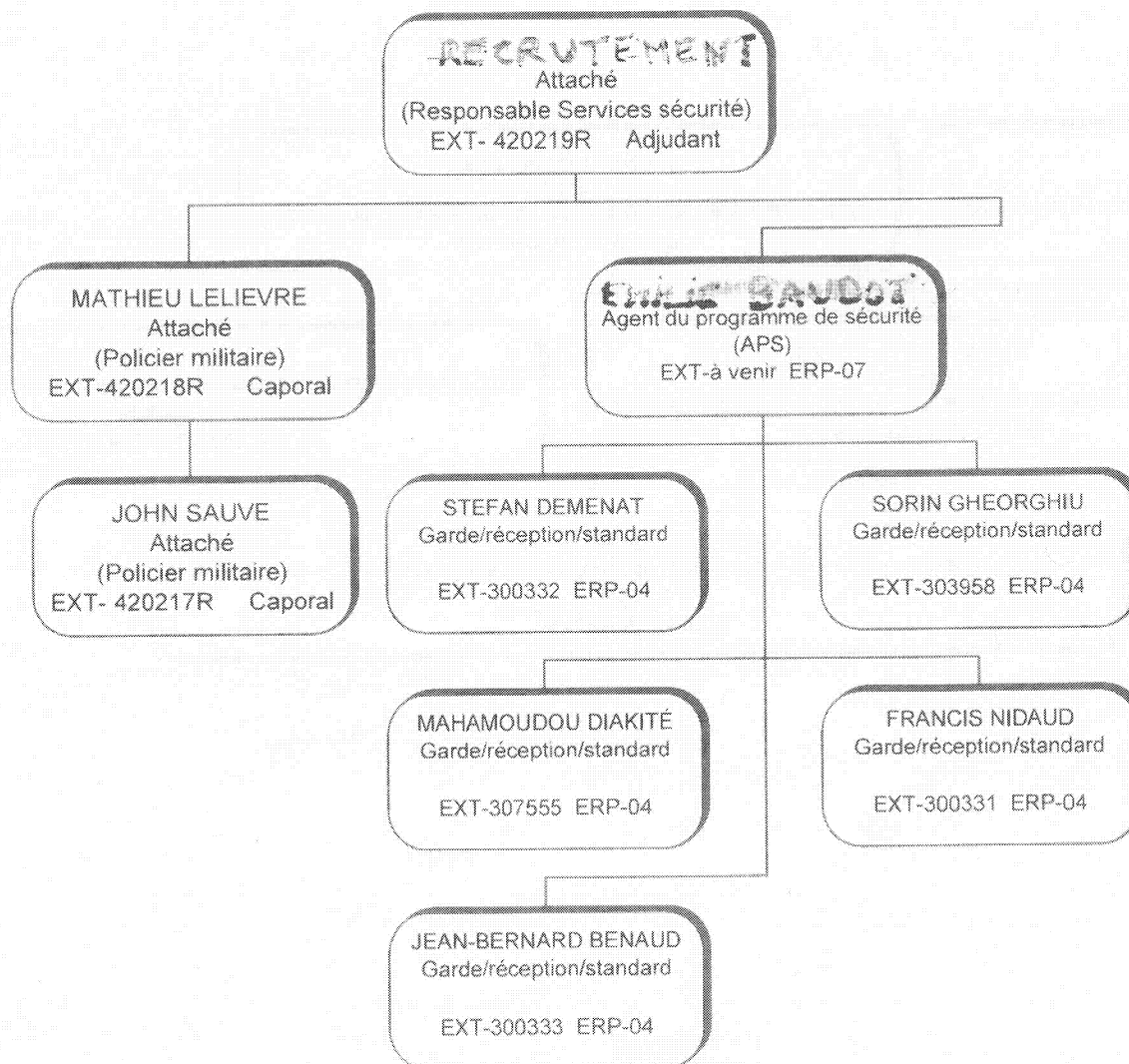
# MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

## ORGANIGRAMME

AOÛT 2017

PARIS  
 AFFAIRES ADMINISTRATIVES  
 (SÉCURITÉ)

Approuvé par:  
 GRAEME CLARK



Superviseur immédiat - Nom et no. du poste

YVES GERMAIN

EXT-402816R

Titre

ATTACHÉ DE DÉFENSE

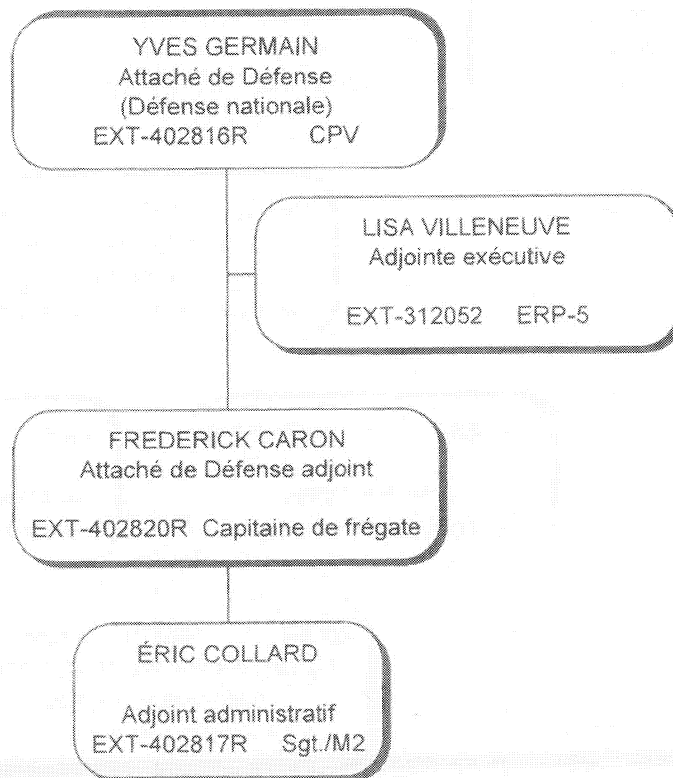
MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

ORGANIGRAMME

SEPTEMBRE 2017

PARIS  
DÉFENSE NATIONALE

Approuvé par:  
GRAEME CLARK



Sous impression - Sous le no. du poste

JULIE GUIMOND

W2821

STRI - CONSEILLERE

MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

ORGANIGRAMME

JANVIER 2018

PARIS  
IMMIGRATION

Approuvé par  
GRAHAM CLARK

IRCC

CAROLINE GUIMOND  
Ministre-Conseillère  
(Directeur de Programme- IRCC)  
EXT-402821/CIC5769 EX-02

MONIQUE LACASSE  
Assistante de direction  
EXT-303773 ERP-6

(I) GLORIA BERNSTEIN  
Médecin conseil  
Ext-414258 ERP-MD

ROSWITHA DIEHL-MACLEAN  
Conseillère  
(Directeur adjoint)  
EXT-402822/CIC6344 EX-01

DYLAN KIRK  
Premier secrétaire  
(Gestionnaire de l'unité des résidents permanents)  
EXT-417181/CIC509972 FS-03

MIGUEL ROBICHAUD  
Premier secrétaire  
(Agent d'immigration)  
EXT-402828/CIC6691/100808 FS-03

LOUISE VAN WINKLE  
Responsable  
(Service au public)  
EXT-303089 ERP-9

VOIR TABLEAU SECTEUR  
"Unité des résidents permanents"

VOIR TABLEAU SECTEUR  
"Unité des résidents temporaires"

VOIR TABLEAU  
"Promotion et recrutement francophone"

Document: 200606-1001-01-000001  
Document: 200606-1001-01-000001  
Page: 1  
Date: 2006-06-10 10:00:00

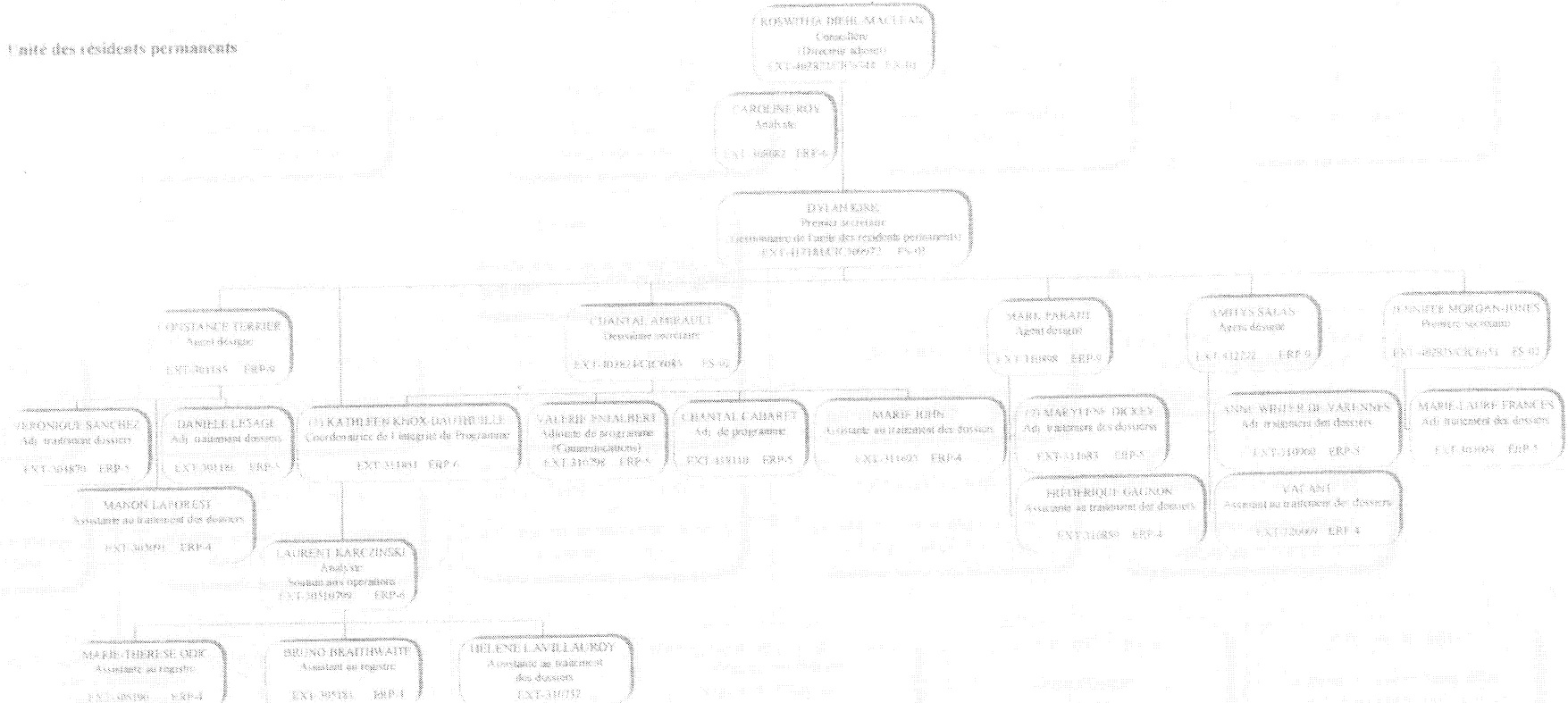
Document: 200606-1001-01-000001

Document: 200606-1001-01-000001

Document: 200606-1001-01-000001

Document: 200606-1001-01-000001  
Document: 200606-1001-01-000001  
Document: 200606-1001-01-000001  
Document: 200606-1001-01-000001

# Unité des résidents permanents



Immigration, Nom et no. du poste

INT. GUIMOND

69

RE CONSEILLER

# MINISTRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

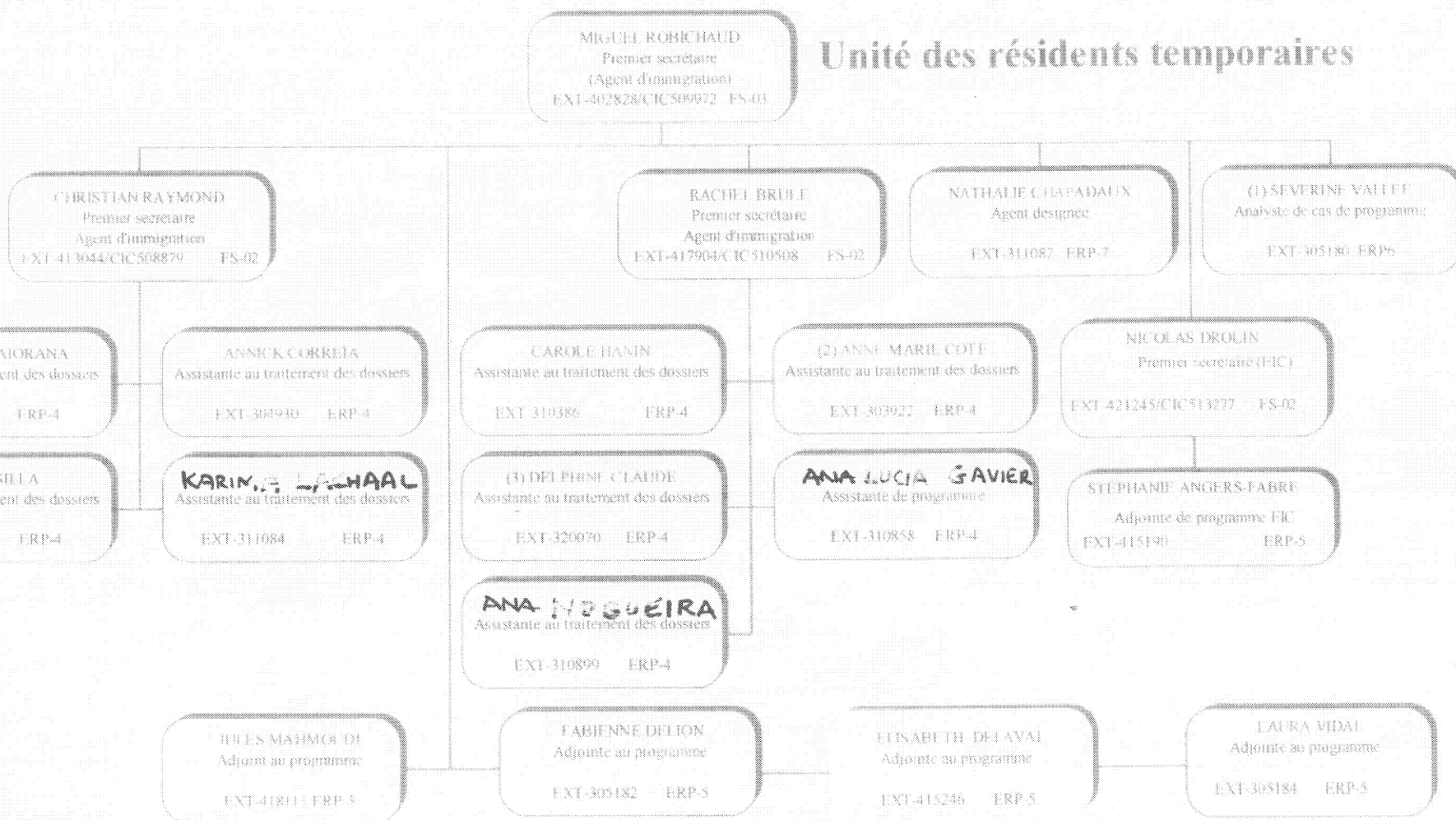
ORGANIGRAMME

JANVIER 2018

UNITÉ DES RÉSIDENTS  
TEMPORAIRES

Approuvé par:  
GRAHAM CLARK

## Unité des résidents temporaires



Superviseur immédiat / Nom et no. du poste  
CAROLINE GUIMOND  
LIC-05769  
Date  
MINISTRE CONSEILLER

# MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

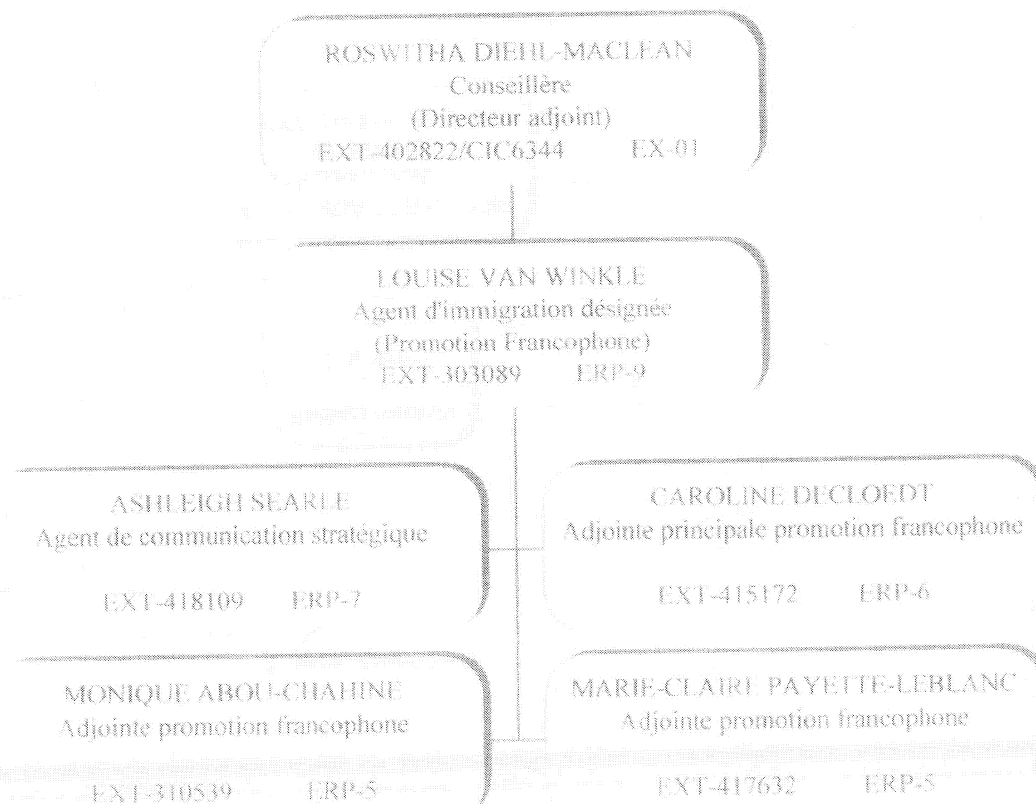
ORGANIGRAMME

JANVIER 2018

PART  
IMMIGRATION  
(PROMOTION ET RECRUTEMENT)  
FRANCOPHONIE

Approuvé par  
GRAEME CLARK

## Promotion et recrutement



sur immédiat - Nom et no. du poste

JNI. GUIMOND

769

RE CONSEILLER

# MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

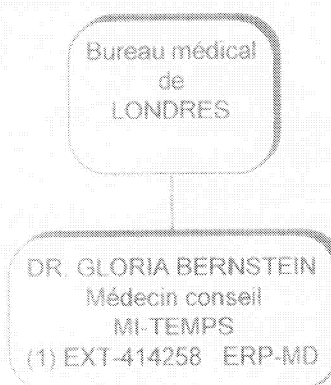
ORGANIGRAMME

JANVIER 2018

PARIS-  
IRUC  
(SECTEUR MÉDICAL)

Approuvé par  
GRAEME CLARK

## Unité médicale





Superviseur immédiat - Nom et no. du poste  
DOMINIQUE PROULX  
EXT-402814R  
Titre  
CONSEILLER

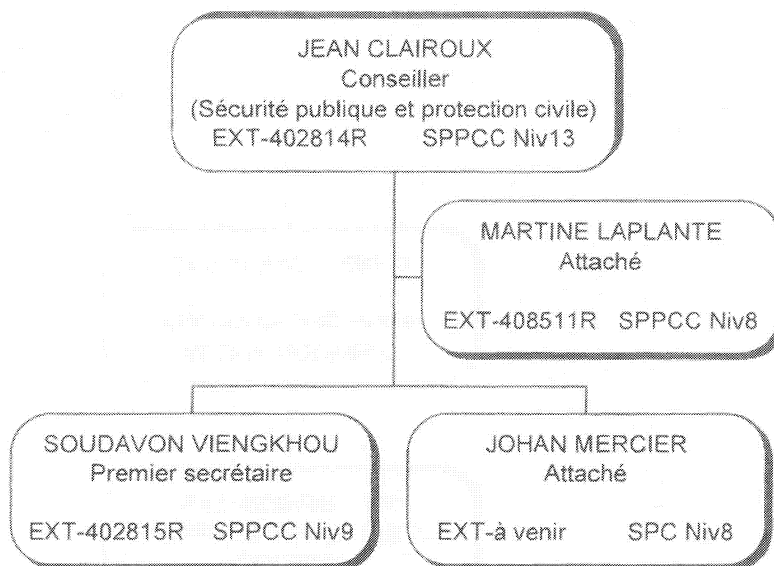
MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

ORGANIGRAMME

SEPTEMBRE 2017

PARIS  
SÉCURITÉ PUBLIQUE

Approuvé par:  
GRAEME CLARK



leur immédiat - Nom et no. du poste

N LAFONTAINE  
EXT-402842R

SEILLER

# MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

ORGANIGRAMME

SEPTEMBRE 2017

PARIS  
GENDARMERIE ROYALE  
DU CANADA (GRC)

Approuvé par:  
GRAEME CLARK



Superviseur immédiat - Nom et no. du poste  
CAROLINE GUIMOND  
EIC-05769R  
Titre  
MINISTRE CONSEILLER

MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

ORGANIGRAMME

SEPTEMBRE 2017

PARIS  
IMMIGRATION - VISAS  
(INTÉGRITÉ DES MOUVEMENTS  
MIGRATOIRES)

Approuvé par:  
GRAEME CLARK

**Intégrité des mouvements migratoires (ASFC / CBSA)**

SEBASTIAN SANGALLI  
Premier secrétaire  
(Agent de l'intégrité des mouvements migratoires)  
EXT-402827R FS-03

GUY LANGEVIN  
Adjoint  
EXT-304871 ERP-6

ur immédiat - Nom et no. du poste  
ME CLARK  
7051R EX-04

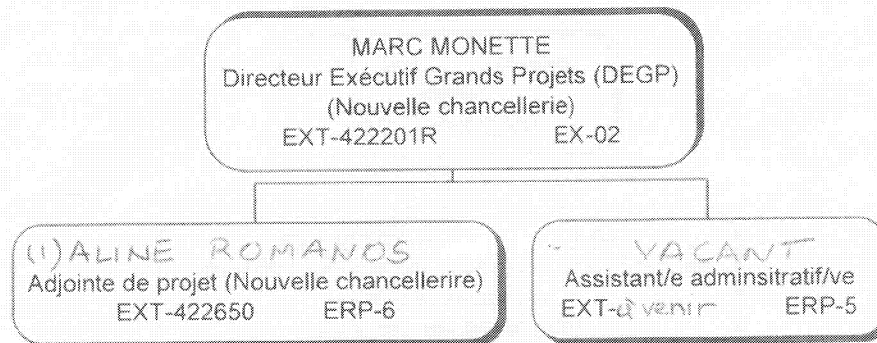
MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET DU COMMERCE INTERNATIONAL

ORGANIGRAMME

SEPTEMBRE 2017

PARIS  
GRANDS PROJETS  
NOUVELLE CHANCELLERIE

Approuvé par:  
MARC MONETTE





## LES Position Data Form

CMTS number

015869

Type of action ☐ Existing position ☒ New position

1. Mission <b>PARIS</b>		4. Title of new position <b>Liaison Officer Assistant - CBSA</b>	
5. Please indicate the number of hours worked per week <b>37.5</b>			
7. Type of change: As per CMTS number entered above. Form to be approved by HOM. Attach all required documents.			
<input type="radio"/> Creation <input checked="" type="checkbox"/> Attach approved organizational chart, signed work description and rationale for the position classification.		<input checked="" type="radio"/> Indeterminate Effective date (yyyy-mm-dd) <b>2018-10-01</b> <input type="radio"/> Term	
		Classification level <b>LE-06</b>	
		Supervisor position	
		Position number <b>Ext4028271</b> Position level <b>Autre</b>	
		Title <b>Liaison Officer Assistant - CBSA</b>	
9. Additional information			
10. Initiator - Contact Name <b>Jean-Guy Brin</b>		Title <b>Regional Director, Europe, Africa and Middle East</b>	
11. Head of Mission Name <b>Isabelle Hudon</b>		Title <b>Ambassador</b>	
12. Approval by the Head of Mission			
<input type="radio"/> Approve <input type="radio"/> Deny		Date (yyyy-mm-dd):	

## Caiger, Neill

**From:** Joy, Paula  
**Sent:** September 20, 2019 09:37 AM  
**To:** Joy, Paula  
**Subject:** FW: ACM-CMTS -15868, CBSA, Creation Standard, PARIS, FB-06, FY18-19  
**Attachments:** RE: CMTS -15868, CBSA, Creation Standard, PARIS, FB-06, FY18-19  
; ACM-FY18-19, PARIS, CBSA, CMTS 15868, FB-06, Creation, Standard.xlsx

**From:** Isabelle.Gatien@international.gc.ca <Isabelle.Gatien@international.gc.ca>  
**Sent:** September 11, 2018 11:30 AM  
**To:** ftecosting-coutetp.arak@international.gc.ca; Joy, Paula <Paula.Joy@cbsa-asfc.gc.ca>; Cormier, Natacha <Natacha.Cormier@cbsa-asfc.gc.ca>; Bissett, Jim <Jim.Bissett@cbsa-asfc.gc.ca>; Rivard, Josée: DFAIT / MAECI <josee.rivard@international.gc.ca>  
**Cc:** Mission-Operations-AFS@international.gc.ca; SWCIHR@international.gc.ca; ITAMS-SGBTI@international.gc.ca; SWCRPOSITION@international.gc.ca; sscmissionsabroad.spcmissionsetranger@ssc-spc.gc.ca; EXTOTTHEA@international.gc.ca; siec@international.gc.ca; att@international.gc.ca; PSRN@international.gc.ca; Claudiu.Petrina@international.gc.ca  
**Subject:** ACM-CMTS -15868, CBSA, Creation Standard, PARIS, FB-06, FY18-19

### ACM:

ACM-CMTS -15868, CBSA, Creation Standard, PARIS, FB-06, FY18-19 Authority and Funding

### ACM Authorization TEXT:

Following the stakeholders recommendation and client approval, please find below the instructions for the position outlined.

**ACM #:** ACM-15868

**CMTS #:** 15868

**Sub-Sub-Program Activity Code:** 4.1.1 Management of Common Services

### **Position & Funding Cycle Information**

**Type of Change:** CBS, Creation, Creation (Standard)

**Change Description:** Indeterminate

**Effective Date:** 2018-09-01

**Effective End Date:** \*\*NONE\*\*

#### 1. Mission:

Please note that funding for this position change should be identified through FINSTAT (if applicable to your client) Should chancery fit-up be required, and mission is the lead, confirm when completed.

#### 2. Human Resources:

For OGD CBS: Please enter the information on the client's position in HRMS, per the attached chart, and confirm the action has been taken and/or position number to AFR and Mission.

#### 3. IT Asset Management):

Please reply to all, with the Shop@DFATD order number when equipment has been ordered and will be shipped to mission. Please refer to the following wiki page for more details. Please see order as follows:

(x)	IM/IT Details & Requirements	Funds Provided
	Secure Zone (SZ)	n/a
	Operational Zone (OZ)	n/a
	SIGNET D Desktop	0
X	SIGNET D Laptop with Docking Station	0
x	Telephone	0

#### 4. Property (ARAK/SPD):

Should chancery fit-up be required, and ARD/SPD is the lead, please confirm when complete.

AFR will follow-up on this position change by ensuring the CMTS database is updated and SWER will confirm details on the transfer of funds.

Future year funding will be confirmed upon approval of the Supplementary Estimates (SE) Annual Reference Level Update (ARLU), or Reference Level Derivation Schedule (Ref. Level), as set-out on the attached Costing Template. (OGD clients only)

The attached costing represents the monetary value of common services that GAC is committed to providing to partners, as outlined in the Interdepartmental Memorandum of Understanding on Operations and Support at Missions.

If you have any questions concerning any of the above, please do not hesitate to contact me.

**\*\*Please note there is a Fit-up amount of \$9000 in this costing for this position and one for position CMTS 15869\*\***

*Isabelle Gatién*

Analyst, Client Relations- Analyste, relations avec les clients  
Client Relations Division (AFR), International Platform  
Direction des Relations avec les clients (AFR), Plateforme internationale  
Global Affairs Canada - Affaires mondiales Canada  
200 promenade du Portage, Gatineau, Québec, K1A 0G4  
☎ (343) 203-1808 📧 [isabelle.gatien@international.gc.ca](mailto:isabelle.gatien@international.gc.ca)



Global Affairs  
Canada

Affaires mondiales  
Canada

## Caiger, Neill

**From:** Bissett, Jim  
**Sent:** September 7, 2018 01:07 PM  
**To:** 'Isabelle.Gatien@international.gc.ca'; Joy, Paula  
**Cc:** Cormier, Natacha  
**Subject:** RE: CMTS -15868, CBSA, Creation Standard, PARIS, FB-06, FY18-19

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Isabelle,  
 Approved.  
 Thank you  
 Jim Bissett  
 Director, International Operations Division  
 International Policy, Operations and Partnerships Directorate/Strategic Policy Branch  
 Canada Border Services Agency / Government of Canada  
 Jim.Bissett@cbsa-asfc.gc.ca / Tel: 613-948-1846 / TTY : 866-335-3237  
 Directeur, Division des opérations internationale  
 Politiques, opérations et partenariats internationaux / Direction générale de la politique stratégique  
 Agence des services frontaliers du Canada / Gouvernement du Canada  
 Jim.Bissett@cbsa-asfc.gc.ca / Tel: 613-948-1846 / ATS : 866-335-3237

**From:** Isabelle.Gatien@international.gc.ca [mailto:Isabelle.Gatien@international.gc.ca]

**Sent:** August 31, 2018 3:16 PM

**To:** Joy, Paula

**Cc:** Bissett, Jim ; Cormier, Natacha

**Subject:** CMTS -15868, CBSA, Creation Standard, PARIS, FB-06, FY18-19

*Paula, here is the costing for your approval, see message below, once approved and info sent I will prepare the ACM.  
 Thanks*

### COSTING:

CMTS -15868, CBSA, Creation Standard, PARIS, FB-06, FY18-19

### Costing TEXT:

Please find attached the costing and HRMS template for the position change in the subject line, requested via the FY 2018-19 in year Process and CORA recommended on August 16th.

**ACM #:** ACM-Draft

**CMTS #:** 15868

**Sub-Sub-Program Activity Code:** 4.1.1 Management of Common Services

### **Position & Funding Cycle Information**

**Type of Change:** CBS, Creation, Creation (Standard)

**Change Description:** Indeterminate

**Effective Date:** 2018-09-01

**Effective End Date:** \*\*NONE\*\*

We will require the following information within 3 business days before issuing the ACM authorization:

- 1) Fund manager's approval
- 2) HRMS "reports to" position number (Partner clients)

Program confirms funding is available to be transferred Via Supps A as per the attached costing document.  
 Should you have any questions, please do not hesitate to contact me.

*Isabelle Gatien*

Analyst, Client Relations- Analyste, relations avec les clients



Client Relations Division (AFR), International Platform  
Direction des Relations avec les clients (AFR), Plateforme internationale  
Global Affairs Canada - Affaires mondiales Canada  
200 promenade du Portage, Gatineau, Québec, K1A 0G4  
☎ (343) 203-1808 ✉ [isabelle.gatien@international.gc.ca](mailto:isabelle.gatien@international.gc.ca)



Global Affairs  
Canada

Affaires mondiales  
Canada

**CBSA / ASFC**  
**Funding Allocation for PARIS - Paris**  
 As Requested via In-Year

ACM #: ACM-15868 CMTS #: 15868 ACM Authorization Date: 11-09-2018  
 Sub-Sub-Program Activity Code: 4.1.1 Management of Common Services

**Position & Funding Cycle Information**

Type of Change: CBS, Creation, Creation (Standard) Change Description: Indeterminate GAC Position No: TBC  
 Effective Date: 2018-09-01 Effective End Date: \*\*NONE\*\* Classification: FB 06

	Total 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	Supps	ARLU	ARLU	ARLU	ARLU
<b>GAC</b>					
<b>Personnel Costs</b>					
Foreign Service Allowance	40,450	69,340	69,340	69,340	69,340
Local-Engaged Salaries (Common Service)	0	0	0	0	0
Canada-Based Salaries (Program)	0	0	0	0	0
Canada-Based Salaries (Common Service)	0	0	0	0	0
Local-Engaged Salaries (Program)	0	0	0	0	0
<b>Sub-total, Personnel Costs</b>	<b>40,450</b>	<b>69,340</b>	<b>69,340</b>	<b>69,340</b>	<b>69,340</b>
<b>Operating Costs</b>					
GAC Specific Program Costs	0	0	0	0	0
Mission Purchases (Common Service)	14,470	1,814	1,814	1,814	1,814
Mission Operating (Common Service)	4,640	5,174	5,174	5,174	5,174
Mission Operating (Real Property)	66,288	92,208	92,208	92,208	92,208
Relocation & Long-term Storage	36,739	17,217	17,217	17,217	17,217
IM/IT Costs (including connectivity)	5,055	2,642	2,642	2,642	2,642
CSAC - IM/IT	3,033	5,200	5,200	5,200	5,200
CSAC - Missions	17,500	30,000	30,000	30,000	30,000
CSAC - Enhanced	6,225	10,672	10,672	10,672	10,672
Recapitalization Charge	13,704	23,493	23,493	23,493	23,493
<b>Sub-total, Operating Costs</b>	<b>167,654</b>	<b>188,420</b>	<b>188,420</b>	<b>188,420</b>	<b>188,420</b>
<b>Capital Costs</b>					
Project Charge	0	0	0	0	0
ADJUSTMENTS - Capital Purchases	0	0	0	0	0
<b>Sub-total, Capital Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GAC Cost of Position</b>	<b>208,104</b>	<b>257,760</b>	<b>257,760</b>	<b>257,760</b>	<b>257,760</b>
Transfer Price (20%) on Salaries & FSA	8,090	13,868	13,868	13,868	13,868
<b>Total GAC Position Cost, including 20%</b>	<b>216,194</b>	<b>271,628</b>	<b>271,628</b>	<b>271,628</b>	<b>271,628</b>
<b>SHARED SERVICES CANADA (SSC)</b>					
SSC - TELECOMMUNICATIONS	44	75	75	75	75
SSC - IT CONNECTIVITY FEE	3,966	3,158	3,158	3,158	3,158
SSC - CSAC - IM/IT	1,633	2,800	2,800	2,800	2,800
<b>SHARED SERVICES CANADA (SSC)</b>	<b>5,643</b>	<b>6,033</b>	<b>6,033</b>	<b>6,033</b>	<b>6,033</b>
<b>Total Position Costing</b>	<b>221,837</b>	<b>277,661</b>	<b>277,661</b>	<b>277,661</b>	<b>277,661</b>

To ensure compliance with internal and TB policies, the Personnel Cost section of the above Funding Allocation page has been rounded to the nearest \$10 (with the exception of the 20% Transfer Price). This may result in a variance between the Position Costing Template page and the Funding Allocation page.

1) As per TB decision (TB 832041), dated June 6th, 2005, the Property Recapitalization Charge, the Chancery Operating Charge and the Project Construction Charge have been included on the Costing Template. The Project Construction Charge remains a liability and may be applied, at the time of a future expansion to all FTEs created after March 31st, 2004. They will be charged proportionately to each program's share of the growth. This change took place beginning with requests received via Reconfiguration FY2006/07.

2) Treasury Board transfer price is 20% and is calculated on Salaried amounts only (N010-12), excluding Relocation & Long-Term Storage.

3) All operating costs attributed to SSC must be transferred directly between federal programs and SSC.

## Caiger, Neill

**From:** Joy, Paula  
**Sent:** September 20, 2019 09:36 AM  
**To:** Joy, Paula  
**Subject:** FW: ACM-CMTS -15869, CBSA, Creation Standard, PARIS, LE-06, FY18-19  
**Attachments:** 00425433.pdf

**From:** Joy, Paula  
**Sent:** September 20, 2019 9:32 AM  
**To:** Cormier, Natacha <Natacha.Cormier@cbsa-asfc.gc.ca>  
**Subject:** FW: ACM-CMTS -15869, CBSA, Creation Standard, PARIS, LE-06, FY18-19

Here is what I have from HLD on ACM number 15869

**From:** [HLD.E145@international.gc.ca](mailto:HLD.E145@international.gc.ca) <[HLD.E145@international.gc.ca](mailto:HLD.E145@international.gc.ca)>  
**Sent:** February 27, 2019 3:25 PM  
**To:** [Isabelle.Gatien@international.gc.ca](mailto:Isabelle.Gatien@international.gc.ca); [ftecosting-coutetp.arak@international.gc.ca](mailto:ftecosting-coutetp.arak@international.gc.ca); Joy, Paula <[Paula.Joy@cbsa-asfc.gc.ca](mailto:Paula.Joy@cbsa-asfc.gc.ca)>; Cormier, Natacha <[Natacha.Cormier@cbsa-asfc.gc.ca](mailto:Natacha.Cormier@cbsa-asfc.gc.ca)>; Bissett, Jim <[Jim.Bissett@cbsa-asfc.gc.ca](mailto:Jim.Bissett@cbsa-asfc.gc.ca)>; Rivard, Josée: DFAIT / MAECI <[josee.rivard@international.gc.ca](mailto:josee.rivard@international.gc.ca)>  
**Cc:** [Mission-Operations-AFS@international.gc.ca](mailto:Mission-Operations-AFS@international.gc.ca); [SWCIHR@international.gc.ca](mailto:SWCIHR@international.gc.ca); [ITAMS-SGBTI@international.gc.ca](mailto:ITAMS-SGBTI@international.gc.ca); [SWCRPOSITION@international.gc.ca](mailto:SWCRPOSITION@international.gc.ca); [sscmisionsabroad.spcmissionsetranger@ssc-spc.gc.ca](mailto:sscmisionsabroad.spcmissionsetranger@ssc-spc.gc.ca); [EXTOTTHEA@international.gc.ca](mailto:EXTOTTHEA@international.gc.ca); [siec@international.gc.ca](mailto:siec@international.gc.ca); [att@international.gc.ca](mailto:att@international.gc.ca)  
**Subject:** RE: ACM-CMTS -15869, CBSA, Creation Standard, PARIS, LE-06, FY18-19

Hello,

Please see the attached classification action form for the creation of position 425433.

Regards,

Omar Ouahdi  
Analyste en ressources humaines | Human Resources Analyst  
Opérations des RH - ERP - HLDS | HR Operations - LES - HLDS  
[omar.ouahdi@international.gc.ca](mailto:omar.ouahdi@international.gc.ca)  
343-203-3897  
200 Promenade du Portage, Gatineau (QC)  
Affaires mondiales Canada | Global Affairs Canada  
Gouvernement du Canada | Government of Canada



**From:** Gatien, Isabelle -AFR <[Isabelle.Gatien@international.gc.ca](mailto:Isabelle.Gatien@international.gc.ca)>  
**Sent:** September 11, 2018 11:26 AM  
**To:** FTE Costing / Coût ETP (ARAK) <[ftecosting-coutetp.arak@international.gc.ca](mailto:ftecosting-coutetp.arak@international.gc.ca)>; 'Joy, Paula ([Paula.Joy@cbsa-asfc.gc.ca](mailto:Paula.Joy@cbsa-asfc.gc.ca))' <[Paula.Joy@cbsa-asfc.gc.ca](mailto:Paula.Joy@cbsa-asfc.gc.ca)>; 'Cormier, Natacha ([Natacha.Cormier@cbsa-asfc.gc.ca](mailto:Natacha.Cormier@cbsa-asfc.gc.ca))'

<Natacha.Cormier@cbsa-asfc.gc.ca>; Bissett, Jim -CBSA <Jim.Bissett@cbsa-asfc.gc.ca>; Rivard, Josée -PARIS -AG <Josee.Rivard@international.gc.ca>  
**Cc:** Mission Operations/operations des missions (AFS) <Mission-Operations-AFS@international.gc.ca>; SWCI HR/SWCI-RH (SWCI) <SWCIHR@international.gc.ca>; IT Asset Management (ITAMS) / Gestion des biens TI (SGBTI) <ITAMS-SGBTI@international.gc.ca>; SWCR (POSITION) <SWCRPOSITION@international.gc.ca>; HLD (E145) <HLD.E145@international.gc.ca>; "sscmisionsabroad.spcmissionetranger@ssc-spc.gc.ca" <sscmisionsabroad.spcmissionetranger@ssc-spc.gc.ca>; EXTOTT (HEA) <EXTOTTHEA@international.gc.ca>; EXTOTT (SIEC) <siec@international.gc.ca>; EXTOTT (ATT) <att@international.gc.ca>  
**Subject:** ACM-CMTS -15869, CBSA, Creation Standard, PARIS, LE-06, FY18-19

ACM:

ACM-CMTS -15869, CBSA, Creation Standard, PARIS, LE-06, FY18-19 Authority and Funding

ACM Authorization TEXT:

Following the stakeholders recommendation and client approval, please find below the instructions for the position on

<b>ACM #:</b> ACM-15869		<b>CMTS #:</b> 15869
<b>Sub-Sub-Program Activity Code:</b> 4.1.1 Management of Common Services		
<b>Position &amp; Funding Cycle Information</b>		
<b>Type of Change:</b> LES, Creation, Creation (Standard)		<b>Change Description:</b> Indeterminate
<b>Effective Date:</b> 2018-10-01		<b>Effective End Date:</b> **NONE**

1. Mission:

Please note that funding for this position change should be identified through FINSTAT (if applicable to your client)

Should chancery fit-up be required, and mission is the lead, confirm when completed.

2. Human Resources:

For OGD CBS: Please enter the information on the client's position in HRMS, per the attached chart, and confirm the action has been taken and/or position number to AFR and Mission.

AFR will follow-up on this position change by ensuring the CMTS database is updated and SWER will confirm details on the transfer of funds.

Future year funding will be confirmed upon approval of the Supplementary Estimates (SE) Annual Reference Level Update (ARLU), or Reference Level Derivation Schedule (Ref. Level), as set-out on the attached Costing Template. (OGD clients only)

The attached costing represents the monetary value of common services that GAC is committed to providing to partners, as outlined in the Interdepartmental Memorandum of Understanding on Operations and Support at Missions.

If you have any questions concerning any of the above, please do not hesitate to contact me.

**\*\*Please note there is a Fit-up amount of \$9000 in this costing for this position and one for position CMTS 15868\*\***

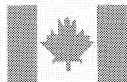
*Isabelle Gatién*

Analyst, Client Relations- Analyste, relations avec les clients  
Client Relations Division (AFR), International Platform  
Direction des Relations avec les clients (AFR), Plateforme internationale  
Global Affairs Canada - Affaires mondiales Canada  
200 promenade du Portage, Gatineau, Québec, K1A 0G4  
☎ (343) 203-1808 ✉ [isabelle.gatien@international.gc.ca](mailto:isabelle.gatien@international.gc.ca)



Global Affairs  
Canada

Affaires mondiales  
Canada



Foreign Affairs, Trade and  
Development Canada

Affaires étrangères, Commerce et  
Développement Canada

**CLASSIFICATION ACTION FORM - LOCALLY ENGAGED STAFF**  
**FORMULE DE MESURE DE CLASSIFICATION - EMPLOYÉS RECRUTÉS SUR PLACE**

Position No / Numéro du poste	Reference Number / Numéro de référence	Reference Date (Y/M/D) / Date de référence (A/M/J)	Position Title / Titre du poste
00425433	ACM-15869	2018-09-11	Operation Liaison Assistant
Mission	Full Time Equiv. Équiv. Temps Plein	Supervisor Title / Titre du surveillant	
PARIS	37.50	Migration Integrity Officer	
Action / Mesure	Reason / Motif	Class Code / Code classification	Decision # / N° décision
POS	NEW New Position - J	LE 06	0000014681
Jobcode / Code Emploi	Description / Description	Effective Date (Y/M/D) / Date d'entrée en vigueur (A/M/J)	Abolished / End Date (Y/M/D) Abolition / Date fin (A/M/J)
500435	OLA	2019-03-01	
Rationale for classification decision / Justification motivant la décision de classification			
See EXT-145 signed by Ambassador Isabelle Hudon dated 10-07-2018.			
Comments / Remarques			
New Position created			
Distribution			
<input type="checkbox"/> Mission <input type="checkbox"/> HRL with job description (avec description de fonctions) <input type="checkbox"/> AMO			
Delegated Officer Authorization / Autorisation agent délégué Name / Nom		Title / Titre	
Hudon, Isabelle I		Ambassador	
Signature _____		Date 2019-02-27	
See Classification Action Form signed by HOM/Voir formule de mesure de classification signée par Cdm			
EXT 145 (02/01)			

## Caiger, Neill

**From:** Joy, Paula  
**Sent:** September 20, 2019 09:36 AM  
**To:** Joy, Paula  
**Subject:** FW: CRAE 7 - Rapport de décision - aout 2018 / CORA 7 - Record of Decision - August 2018  
**Attachments:** IB\_LBP-#11302604-v1-CRAE 7 - Rapport de décision - aout 2018 \_ CORA 7 - Record of Decision - August 2018.XLSX; IB\_LBP-#9003164-v7-AFR\_Clients Portfolio Assignments and Alternates.XLSX

**From:** Joy, Paula  
**Sent:** August 24, 2018 10:14 AM  
**To:** Lambert, Gwen <Gwen.Lambert@cbsa-asfc.gc.ca>  
**Subject:** FW: CRAE 7 - Rapport de décision - aout 2018 / CORA 7 - Record of Decision - August 2018

To update any docs that may require it!

**From:** [Claudiu.Petrina@international.gc.ca](mailto:Claudiu.Petrina@international.gc.ca) [mailto:[Claudiu.Petrina@international.gc.ca](mailto:Claudiu.Petrina@international.gc.ca)]  
**Sent:** August 24, 2018 10:13 AM  
**To:** Armitage, Devan: DFAIT / MAECI <[devan.armitage@international.gc.ca](mailto:devan.armitage@international.gc.ca)>; Babin, Christiane: DFAIT / MAECI <[christiane.babin@international.gc.ca](mailto:christiane.babin@international.gc.ca)>; Ballantyne, Charles: DFATD / MAECD <[charles.ballantyne@international.gc.ca](mailto:charles.ballantyne@international.gc.ca)>; Bedard, Josee: DFAIT / MAECI <[josee.bedard@international.gc.ca](mailto:josee.bedard@international.gc.ca)>; Maria.Delgado@international.gc.ca; Desmarais, Pierre: DFATD / MAECD <[pierre.desmarais@international.gc.ca](mailto:pierre.desmarais@international.gc.ca)>; Di Franco, Chantal: DFATD / MAECD <[chantal.difranco@international.gc.ca](mailto:chantal.difranco@international.gc.ca)>; Isabelle.Gatien@international.gc.ca; Gervais-Spurrell, Danielle: DFATD / MAECD <[danielle.gervais-spurrell@international.gc.ca](mailto:danielle.gervais-spurrell@international.gc.ca)>; lafelice, Selina: DFATD / MAECD <[selina.lafelice@international.gc.ca](mailto:selina.lafelice@international.gc.ca)>; Jeanes, Brian: DFAIT / MAECI <[brian.jeanes@international.gc.ca](mailto:brian.jeanes@international.gc.ca)>; Lucien.Kalumba@international.gc.ca; Larocque, Carl: DFAIT / MAECI <[carl.larocque@international.gc.ca](mailto:carl.larocque@international.gc.ca)>; Martin Gonzalez, Ricardo: DFAIT / MAECI <[ricardo.martingonzalez@international.gc.ca](mailto:ricardo.martingonzalez@international.gc.ca)>; Martin, Claude: DFAIT / MAECI <[claudio.martin@international.gc.ca](mailto:claudio.martin@international.gc.ca)>; Rudaitis-Renaud, Rita: DFAIT / MAECI <[rita.rudaitis-renaud@international.gc.ca](mailto:rita.rudaitis-renaud@international.gc.ca)>; Therien, Celine: DFATD / MAECD <[celine.therien@international.gc.ca](mailto:celine.therien@international.gc.ca)>; Thivierge, Pascale: DFAIT / MAECI <[pascale.thivierge@international.gc.ca](mailto:pascale.thivierge@international.gc.ca)>; Bird, Marjory: DFATD / MAECD <[marjory.bird@international.gc.ca](mailto:marjory.bird@international.gc.ca)>; Soliveau, Joëlle: DFAIT / MAECI <[joelle.soliveau@international.gc.ca](mailto:joelle.soliveau@international.gc.ca)>; CSAC/FSCEAFS@international.gc.ca; Belamri, Patricia: DFATD / MAECD <[patricia.belamri@international.gc.ca](mailto:patricia.belamri@international.gc.ca)>; omar.ouahdi@international.gc.ca; Pierre-Tremblay, Cardiana: DFATD / MAECD <[cardiana.pierre@international.gc.ca](mailto:cardiana.pierre@international.gc.ca)>; Martin.Hamel@international.gc.ca; Caroline.Fillion@international.gc.ca; Madore, Joe-Ann: DFATD / MAECD <[joe-ann.madore@international.gc.ca](mailto:joe-ann.madore@international.gc.ca)>; Vallée, Joan: DFATD / MAECD <[joan.vallee@international.gc.ca](mailto:joan.vallee@international.gc.ca)>; Nathalie.Kingsberry@international.gc.ca; Leclair, Sandra: DFATD / MAECD <[sandra.leclair@international.gc.ca](mailto:sandra.leclair@international.gc.ca)>; Richard.Lemay@international.gc.ca; van Haastrecht, Ché: DFAIT / MAECI <[che.vanhaastrecht@international.gc.ca](mailto:che.vanhaastrecht@international.gc.ca)>; Moliere, Malika: DFAIT / MAECI <[malika.moliere@international.gc.ca](mailto:malika.moliere@international.gc.ca)>; Kathryn.McCarthy@international.gc.ca; Simard, Robyn: DFAIT / MAECI <[robyn.simard@international.gc.ca](mailto:robyn.simard@international.gc.ca)>; Rochon, Josee: DFAIT / MAECI <[josee.rochon@international.gc.ca](mailto:josee.rochon@international.gc.ca)>; Egyed, Peter: DFAIT / MAECI <[peter.egyed@international.gc.ca](mailto:peter.egyed@international.gc.ca)>; Sophie.Rheault@international.gc.ca; Meline.Svadjian@international.gc.ca; Escobar, Maria: DFAIT / MAECI <[maria.escobar@international.gc.ca](mailto:maria.escobar@international.gc.ca)>; Guiller, Rostislav: SSC / SPC <[ross.guiller@international.gc.ca](mailto:ross.guiller@international.gc.ca)>; Villeneuve, Manon: DFATD / MAECD <[manon.villeneuve@international.gc.ca](mailto:manon.villeneuve@international.gc.ca)>; Goulet, Sophie: DFATD / MAECD <[sophie.goulet@international.gc.ca](mailto:sophie.goulet@international.gc.ca)>; Charette, Caroline: DFAIT / MAECI <[caroline.charette@international.gc.ca](mailto:caroline.charette@international.gc.ca)>; Collier, Eduardo: DFAIT / MAECI <[eduardo.collier@international.gc.ca](mailto:eduardo.collier@international.gc.ca)>; Renaud, Jean-Jules: DFAIT / MAECI <[jean-jules.renaud@international.gc.ca](mailto:jean-jules.renaud@international.gc.ca)>; Burger, Mark: DFAIT / MAECI <[mark.burger@international.gc.ca](mailto:mark.burger@international.gc.ca)>; LAROCQUEEM@smtp.gc.ca; Desmarteau, Louis:



DFATD / MAECD <louis.desmarteau@international.gc.ca>; Bernard, Guillaume: DFAIT / MAECI <guillaume.bernard@international.gc.ca>; Wickens, Bethany: DFAIT / MAECI <bethany.wickens@international.gc.ca>; Luce.Essiambre@international.gc.ca; barbara.hamel@international.gc.ca; Martine.Pigeon@international.gc.ca; Olivia.Parkitny@international.gc.ca; Maelle.Bah@international.gc.ca; Ngabire, Marlène: DFAIT / MAECI <marlene.ngabire@international.gc.ca>; Christine.Veselic@international.gc.ca; Gaulin, Robert: DFAIT / MAECI <robert.gaulin@international.gc.ca>; Geneau, Eric: DFAIT / MAECI <eric.geneau@international.gc.ca>; Kwan, David: DFAIT / MAECI <david.kwan@international.gc.ca>; Holm, Svend: DFAIT / MAECI <svend.holm@international.gc.ca>; 'Nathalie.Desrochers@AGR.GC.CA'; 'Monique.Rose@agr.gc.ca'; 'Nadia.Gagnon@agr.gc.ca'; 'Kathleen.Donohue@agr.gc.ca'; 'Shannon.Homeniuk@gov.ab.ca'; 'susan.henderson@gov.ab.ca'; 'csavage@bank-banque-canada.ca'; 'JMcIntyre@bank-banque-canada.ca'; 'Victoria.Hayes@gov.bc.ca'; 'Karan.Suri@gov.bc.ca'; 'henry.han@gov.bc.ca'; 'CBSA.IR\_Corporate-Services-integres\_RI.ASFC@cbsa-asfc.gc.ca'; 'Paula.Joy@cbsa-asfc.gc.ca'; 'sarah.Williams@cbsa-asfc.gc.ca'; 'ashisko@CCC.CA'; 'jhann@CCC.CA'; 'nancy.hum@inspection.gc.ca'; 'amelie.armstrong@canada.ca'; 'annie.leboeuf@canada.ca'; 'Michael.Dinelle@CSE-CST.GC.CA'; 'kevin.doyle@cse-cst.gc.ca'; 'patricia.beaudoin@cse-cst.gc.ca'; 'Aldo.Spadaccini@forces.gc.ca'; 'dale.caseley@forces.gc.ca'; 'Simon.Parker@forces.gc.ca'; 'marcel.desautels@forces.gc.ca'; 'CARLOTTA.OMAGE@forces.gc.ca'; 'Robinson.David@destinationcanada.com'; 'rnormis@edc.ca'; 'nnolan@edc.ca'; 'rfaucher@edc.ca'; 'michelle.conway@edc.ca'; 'roxanne.rozon@fin.gc.ca'; 'tammy.bell@hc-sc.gc.ca'; 'Joelle.Parent@cic.gc.ca'; 'devon.warren@cic.gc.ca'; 'Martina.Stvan@cic.gc.ca'; 'jacquelyn.facette@cic.gc.ca'; 'robert.jones@canada.ca'; 'catriona.armstrong@canada.ca'; 'isabelle.doucet2@gnb.ca'; 'robert.blaquiere@ontario.ca'; 'Nadia.Oudit@ontario.ca'; 'brianne.rossi@phac-aspc.gc.ca'; 'gravelleh@smtp.gc.ca'; 'Megan.Nichols@canada.ca'; 'mark.potter@canada.ca'; 'Alex.Groarke@canada.ca'; 'lalondeju@smtp.gc.ca'; 'Melanie.Anestis@canada.ca'; 'Julie.Legault3@tpsgc-pwgsc.gc.ca'; 'Jarra.Ford@tpsgc-pwgsc.gc.ca'; 'F.Tremblay@mri.gouv.qc.ca'; 'Julie.Paquette@rcmp-grc.gc.ca'; 'ben.salgado@rcmp-grc.gc.ca'; 'dawn.miller@tc.gc.ca'; 'steve.dandurovski@tc.gc.ca'; 'Tim.Kerr@vac-acc.gc.ca'; 'John.Desrosiers@vac-acc.gc.ca'; 'rob.maxwell@canada.ca'; 'laurent.francoeur@canada.ca'; 'france.bernard@tbs-sct.gc.ca'; 'colin.macleam@tbs-sct.gc.ca'; 'stephen.nemeth@tbs-sct.gc.ca'; 'Nerla.Bertrand@international.gc.ca'; McDonald, Catherine: DFAIT / MAECI <catherine.mcdonald@international.gc.ca>; Kathleen.Schermerhorn@international.gc.ca; Wassill, Betty-Ann: DFAIT / MAECI <betty-ann.wassill@international.gc.ca>; mark.potter@canada.ca; Julie.Legault3@tpsgc-pwgsc.gc.ca; Parent, Joelle: CIC / CIC <joelle.parent@cic.gc.ca>; Henry.Han@gov.bc.ca; laurent.francoeur@canada.ca; Stvan, Martina: CIC / CIC <martina.stvan@cic.gc.ca>; Warren, Devon: CIC / CIC <devon.warren@cic.gc.ca>; roxanne.rozon@canada.ca; Marcel.Desautels@forces.gc.ca; Shannon.Homeniuk@gov.ab.ca; Julia.Garant@international.gc.ca; Anne.Makhoul@international.gc.ca; Rfaucher@edc.ca; Haygreen, Deborah: DFAIT / MAECI <deborah.haygreen@international.gc.ca>; ecd.ebmo@international.gc.ca; Roy, Caroline: DFATD / MAECD <caroline.roy@international.gc.ca>; CorporateHealthPrograms-ProgrammesSanteHWH@international.gc.ca; CorporateHealthPrograms-ProgrammesSanteHWH@international.gc.ca; Sarah.Turcotte2@international.gc.ca; F.Tremblay@mri.gouv.qc.ca; Goulet, Sophie: DFATD / MAECD <sophie.goulet@international.gc.ca>

**Subject:** CRAE 7 - Rapport de décision - août 2018 / CORA 7 - Record of Decision - August 2018

#### Update / Mise à jour

Veuillez trouver ci-joint le rapport de décision révisé.

Please find attached here the revised record of decision.

#### English message below

---

## Comité sur la représentation à l'étranger (CRAE)

### Rapport de décision

**Jeudi, 16 août 2018**

---

#### Articles à revoir (ci-joint):



- Le rapport de décision comprend:
  - Liste CRAE recommandés (premier onglet);
  - Liste d'items CRAE en attente (deuxième onglet);
  - Liste d'items CRAE retirés (troisième onglet).

**Items d'informations:**

Veuillez trouver ci-joint le rapport de décision, concernant la dernière rencontre générale CRAE de l'année fiscale 18/19.

Veuillez noter que la Lettre d'appel pour la Consultation annuelle 2019 sera envoyée en octobre. La période de soumission pour la prochaine Consultation annuelle sera pendant le mois de novembre. On reviendra avec plus des détails à ce sujet.

Si vous avez des questions, s'il vous plaît ne pas hésiter à communiquer avec votre analyste à AFR ou avec Devan Armitage, directeur-adjointe intérimaire, Relations avec les clients (AFR) et présidente du CRAE.

---

## Committee on Representation Abroad (CORA)

### Record of Decision

Thursday, August 16, 2018

---

**Items for Review (attached):**

- Record of Decision includes:
  - CORA Recommended List (First Tab);
  - CORA Ongoing Pending List (Second Tab);
  - CORA Withdrawn List (Third Tab).

**Information Items:**

Please find attached the Record of Decisions in regards to the last general Cora meeting of the 18/19 fiscal year.

Please note that the Call letter for the annual consultation will be sent in October. The submission period for the next Annual Consultation will be during the month of November. More details will follow on this subject.

If you have any questions, please do not hesitate to contact your Program Analyst at AFR or with Devan Armitage, A/Deputy-director, Client Relations (AFR) and CORA Chair.

On behalf of the secretariat,

**Claudiu Petrina**

Governance Committees Coordinator | Coordonnateur des comités de gouvernance

Client Relations Division (AFR) | Direction des relations avec les clients (AFR)

Telephone | Téléphone 343-203-6795

200 place du Portage, Gatineau, QC (C12-02)

PORTFOLIO ASSIGNMENTS / PORTEFEUILLES ASSIGNÉS

Client Relations (AFR), International Platform / Relations avec les clients (AFR), Plateforme internationale

Partenaire / Partner	Partenaire / Partner	Analyst(e)	Dir. Adjoint/Dep. Director	Partner Specific Annex to MOU Yes/No	Dep.
1 Agriculture and Agri-Food Canada (AAFC) / Agriculture et Agroalimentaire Canada (AAC)	AAFC / AAC	Chantal Di Franco	Devan Armitage	Yes	OGD
2 Alberta, Government of/Gouvernement de	AB Gov. / Gouv. AB	Céline Thérien	Louise Pichon	No	GOV
3 Bank of Canada / Banque du Canada	Bank of Canada / Banque	Lucien Kalumba	Louise Pichon	No	OGD
4 British Columbia, Government of/Gouvernement de	BC Gov. /Gouv. BC	Lucien Kalumba	Louise Pichon	No	GOV
5 Canada Border Services Agency / Agence des services frontaliers du Canada	CBSA / ASFC	Isabelle Gatién	Devan Armitage	Yes	OGD
6 Canadian Commercial Corporation/ Corporation Commerciale	CCC	Lucien Kalumba	Louise Pichon	No	OGD
7 Canadian Food Inspection Agency / Agence canadienne	CFIA / ACIA	Isabelle Gatién	Devan Armitage	Yes	OGD
8 Canadian Nuclear Safety Commission / Commission canadienne de sûreté nucléaire	CNSC / CCSM	Maria Delgado	Devan Armitage	No	OGD
10 Canadian Space Agency / Agence spatiale canadienne	CSA / ASC	Isabelle Gatién	Devan Armitage	No	OGD
11 Communication Security Establishment Canada / Centre de la sécurité des télécommunications Canada	CSE / CST	Selina Iafelice	Devan Armitage	No	OGD
12 Department of National Defence / Ministère de la Défense	DND/ MDN	Isabelle Gatién	Devan Armitage	Yes	OGD
13 Export Development Canada/ Exportation et développement	EDC / EDC	Lucien Kalumba	Louise Pichon	Yes	OGD
14 Employment and Social Development Canada/Emploi et Développement social Canada	ESDC / ESDC	Ricardo M. Gonzalez	Devan Armitage	No	OGD
15 Finance Canada / Ministère des finances Canada	Fin. Ca / Fin. Ca	Isabelle Gatién	Devan Armitage	No	OGD
16 Foreign governments / Gouvernements étrangers	Foreign governments /	Louise Pichon	Louise Pichon	No	GOV
17 GAC-Property / AMC- Propriété	GAC-ARD / AMC-ARD	Isabelle Gatién	Devan Armitage	No	GAC
18 GAC-Regional Trade / AMC-Commerce regional	GAC-BSO / AMC-BSO	Chantal Di Franco	Devan Armitage	No	GAC
19 GAC-Common Services / AMC-Service Communs	GAC-CSAC / AMC-FSCE	Josée Bédard	Devan Armitage	No	GAC
20 GAC-Europe, Middle East and Maghreb / AMC- Europe, Moyen-Orient et Maghreb	GAC-EGM / AMC-EGM	Charles Ballantyne	Devan Armitage	No	GAC
21 GAC-Human Resources / AMC-Ressources humaines	GAC-HCM / AMC-HCM	Isabelle Gatién	Devan Armitage	No	GAC
22 GAC-International Security and Intelligence / AMC-Sécurité	GAC-IDD / AMC-IDD	Ricardo M. Gonzalez	Devan Armitage	No	GAC
23 GAC-Consular Operations / AMC-Opérations consulaires	GAC-JND / AMC-JND	Ricardo M. Gonzalez	Devan Armitage	No	GAC
24 GAC-Security and Emergency Management / AMC-Sécurité et Gestion des urgences	GAC-JSD / AMC-JSD	Ricardo M. Gonzalez	Devan Armitage	No	GAC
25 GAC-International Organizations / AMC-Organisations	GAC-MID/ AMC-MID	Ricardo M. Gonzalez	Devan Armitage	No	GAC
26 GAC-Americas / AMC-Ameriques	GAC-NGM / AMC-NGM	Ricardo M. Gonzalez	Devan Armitage	No	GAC
27 GAC-Asia and Pacific / AMC-Asie et Pacifique	GAC-OGM / AMC-OGM	Chantal Di Franco	Devan Armitage	No	GAC
28 GAC-Peace and Stabilization Operations Program / AMC-Programme pour la stabilisation et les opérations de paix	GAC-PSOPs (former START) / AMC-PSOPs	Ricardo M. Gonzalez	Devan Armitage	No	GAC
29 GAC-Information Management and Technology / AMC-Gestion de l'information et de la technologie	GAC-SID / AMC-SID	Isabelle Gatién	Devan Armitage	No	GAC
30 GAC-Sub-Saharan Africa / AMC- Afrique subsaharienne	GAC-WGM / AMC-WGM	Ricardo M. Gonzalez	Devan Armitage	No	GAC
31 Health Canada / Santé Canada	HC / SC	Isabelle Gatién	Devan Armitage	No	OGD
32 Industry Canada / Industrie Canada	IC / IC	Isabelle Gatién	Devan Armitage	No	OGD
33 Indian and Northern Affairs Canada/Affaires autochtones et du	INAC / INAC	Ricardo M. Gonzalez	Devan Armitage	No	OGD
34 Immigration, Refugees and Citizenship Canada / Immigration,	IRCC / IRCC	Maria Delgado	Devan Armitage	No	OGD
35 Justice Canada / Ministère de la Justice	JC / MJ	Isabelle Gatién	Devan Armitage	Yes	OGD
36 New Brunswick, Government of / Gouvernement du Nouveau-Brunswick	NB Gov. / Gouv. NB	Lucien Kalumba	Louise Pichon	No	GOV
37 Natural Resources Canada / Ressources naturelles Canada	NRCan. / RNCan	Isabelle Gatién	Devan Armitage	No	OGD
38 Ontario, Government of/Gouvernement de	ON Gov. /Gouv. ON	Céline Thérien	Louise Pichon	No	GOV
39 Privy Council Office / Bureau du conseil privé	PCO / BCP	Isabelle Gatién	Devan Armitage	No	OGD
40 Public Health Agency of Canada / Agence de la santé publique du Canada	PHAC / ASPC	Isabelle Gatién	Devan Armitage	No	OGD
41 Public Safety Canada / Sécurité publique	PS Ca / SP (EMNS & SG)	Selina Iafelice	Devan Armitage	No	OGD
42 Public Services and Procurement Canada / Services publics et Approvisionnement Canada	PSPC / SPAC	Josée Bédard	Devan Armitage	No	OGD
43 Québec, Government of/Gouvernement du Québec	QC Gov. /Gouv. QC	Céline Thérien	Louise Pichon	No	GOV
44 RCMP / GRC	RCMP / GRC	Ricardo M. Gonzalez	Devan Armitage	Yes	OGD
45 Transport Canada / Transports Canada	TC / TC	Maria Delgado	Devan Armitage	No	OGD
46 Veterans Affairs Canada / Anciens combattant Canada	VAC / ACC	Isabelle Gatién	Devan Armitage	Yes	OGD

Line	Mission Name	Sponsor	CMTS Position No	Offset CMTS Position No	Action Trigger
1	ABDBI - Abu Dhabi	GAC - Middle East Bureau (ESD)	16009		Deletion
2	ANKRA - Ankara	GAC - Circumpolar, Eastern Europe & Eurasia (ECD/ECD)	15809		Reclassification
3	ANKRA - Ankara	GAC - Circumpolar, Eastern Europe & Eurasia (ECD/ECD)	15996		Deletion
4	BEJING - Beijing	Innovation, Science and Economic Development Canada	15853		Creation
5	BGRAD - Belgrade	GAC - Circumpolar, Eastern Europe & Eurasia (ECD/ECD)	15997		Deletion
6	BMAKO - Bamako	GAC - Stabilization and Reconstruction Task Force (IRD/I	15924		Creation
7	BMAKO - Bamako	GAC - West and Central Africa (WWD/WGM)	15825		Deletion
8	BNATO - Brussels-NATO	GAC - Stabilization and Reconstruction Task Force (IRD/I	15922		Creation
9	BREU - Brussels-BREU	Agriculture and Agri-Food Canada	15963	15964	Deletion
10	BREU - Brussels-BREU	Agriculture and Agri-Food Canada	15964	15963	Creation
11	HAVAN - Havana	GAC - Americas Programming (NDD/NGM)	15282		Creation
12	HAVAN - Havana	GAC - Americas Programming (NDD/NGM)	15325	15305	Creation
13	HAVAN - Havana	GAC - Americas Programming (NDD/NGM)	15479	15484	Deletion
14	HAVAN - Havana	GAC - Americas Programming (NDD/NGM)	15484	15479	Creation
15	JUBA - Juba	GAC - Stabilization and Reconstruction Task Force (IRD/I	15920		Creation
16	PESCO - Paris - PESCO	GAC - International Organizations (MID/MFM)	15345	15364	Creation
17	PESCO - Paris - PESCO	GAC - International Organizations (MID/MFM)	15364	15345	Deletion
18	PRMNY - New York Permis	GAC - Stabilization and Reconstruction Task Force (IRD/I	15923		Creation
19	SHNGI - Shanghai	GAC - North Asia (OPD/OGM)	15481		Creation
20	WSAW - Warsaw	GAC - Europe Eurasia (EUD/EGM)	15520		Creation

## CRAE 7 - Rapport de décision -

Action Trigger Type	Program	Classification	Original Classification	FTE Change
Standard	DFATD-HOM	LE-GS-04	LE-GS-04	-1
Standard	DFATD-FPDS	Level 06	Level 05	0
Standard	DFATD-TCS	Level 08		-1
Standard	NA	Level 09		1
Standard	DFATD-CFA	Level 05		-1
Standard	NA	FS 03		1
Standard	DFATD - DEV	PM 06	PM-06	-1
Standard	NA	FS 03		1
Reclassification	NA	Level 07	LE-07	0
Reclassification	NA	Level 09		0
Standard	DFATD-FPDS	Level 07		1
Reclassification	DFATD-CFA	Level 08		0
Reclassification	DFATD-CFA	Level 05		0
Reclassification	DFATD-CFA	Level 07		0
Standard	NA	FS 02		1
Reclassification	NA	Level 07	Level 06	0
Reclassification	NA	Level 06	Level 06	0
Standard	NA	FS 03		1
Standard	DFATD-TCS	FS 02		1
Standard	DFATD-TCS	Level 07		1

## about 2018 / Retiré - CORA 7 - Record of Decision - August 2018 / V

Change Description	Effective Date	End Date (Term)	Original Creation Date	DFAIT Position No.
Deletion LEGS04 - LES Vacancy Clean-up	2018-09-30	**NONE**		00415693
Position currently tagged as Management in HRMS.	2018-04-01	**NONE**	2004-07-21	00408776
VACANT FOR DELETION	2018-07-31	**NONE**		00422439
	2019-01-01	**NONE**		
VACANT FOR DELETION	2018-07-31	**NONE**		00411098
BMAKO out of office / Special Representative of the Secretary General	2019-01-01	2020-08-31		
	2018-08-31	**NONE**	2016-01-01	00422223
BNATO out of office / Women Peace and Security	2018-09-01	2020-08-31		
BREU LE-07 reclass to LE-09 - CMTS ID #5030	2018-03-31	**NONE**		00414605
BREU CMTS ID #5030 reclass to LE-09	2018-04-01	**NONE**		
Creation of indeterminate Public Affairs Officer	2018-09-01	**NONE**		
Creation of indeterminate Consular Officer position	2018-09-01	**NONE**		
Deletion of indeterminate Consular Assistant position	2018-08-31	**NONE**		00400216
Creation of indeterminate Consular Officer position	2018-09-01	**NONE**		
JUBA out of office / UN Women	2019-01-01	2020-08-31		
Reclassification from LES 06 to 07	2018-04-01	**NONE**		00302025
Reclassification from LES 06 to 07	2018-03-31	**NONE**	1901-01-01	00302025
PRMNY out of office / UN Peacebuilding Support office	2019-01-01	2020-08-31		
China MC	2018-05-01	**NONE**		
	2018-05-01	**NONE**		

## Vithdrawn

IT - SIGNET Required	Dedicated C5	Secure Zone	Out of Office	Common Services	Change Type
Yes	No	No	No	No	In-Year
Yes	No	No	No	No	In-Year
Yes	No	No	No	No	In-Year
Yes	No	No	No	No	In-Year
Yes	No	No	No	No	In-Year
Yes	No	No	25%	No	In-Year
No	No	No	No	No	In-Year
Yes	No	No	25%	No	In-Year
Yes	No	No	No	No	In-Year
Yes	No	No	No	No	In-Year
Yes	No	No	No	No	Reconfiguration
Yes	No	No	No	No	Reconfiguration
No	No	No	No	No	Reconfiguration
Yes	No	No	No	No	Reconfiguration
Yes	No	No	25%	No	In-Year
Yes	No	No	No	No	Reconfiguration
Yes	No	No	No	No	Reconfiguration
Yes	No	No	25%	No	In-Year
Yes	No	Yes	No	No	Reconfiguration
Yes	No	No	No	No	In-Year

Stakeholder Notes	Position Change Line No
	0018
	0014
	0016
	0003
	0017
[IPB]:[PETRINC]:Out of Office	0022
[IPB]:[PETRINC]:Out of Office	0013
[IPB]:[PETRINC]:Out of Office	0020
	0042
	0043
	0001
	0003
	0017
	0018
[IPB]:[PETRINC]:Out of Office [Property]:[LIX4]:Non-office position	0018
	0004
	0005
[IPB]:[PETRINC]:Out of Office [Property]:[LIX4]:Position in secure zone, C5 required	0021
[Property]:[DEROUSD]:One-time project charge and annual on-going rent applies.	0017
	0029